H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

1. Explanation of Material Transmitted: This Revised Handbook incorporates many important changes suggested by NM Staff Archeologists and Members of the New Mexico Archeological Council. It will shape many aspects of the cultural program, especially the permit program, for years to come. This Handbook also provides additional detailed guidance on inventory procedures and reporting standards, documentation required for data recovery, policy and procedures governing the collection and curation of cultural materials.

2. Reports Required: None.

3. Material Superseded: Manual pages superseded by this release are listed under "Remove" below.

4. Filing Instructions: File as directed below.

REMOVE	INSERT
All of H-8100-1 (Rels. 8-11, 8-17, and 8-18)	H-8100-1 (Total 128 sheets)

Signed By:
Richard A. Whitley
Acting State Director

Authenticated by:
Sophie Leyba
Office Automation Assistant

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

Table of Contents

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

Table Of Contents

CHAPTER 4 - PROCEDURES FOR CULTURAL RESOURCE USE PERMITS (Reference BLM Manual 8151)

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

Table of Contents

Table of Contents

CHAPTER 1 - INVENTORY AND REPORTING

I. General Statement.

This chapter provides details on inventory procedures, inventory report guidelines, and report processing. Types of various classes of inventories are explained. Report processing procedures and the maintenance of inventory data are outlined.

A. Inventory Procedures.

1. Determination of Field Inventory Needs.

a. Determining the level of effort.

(1) The actual level of inventory and field methods appropriate for various types of land use activities or a specific area of potential effect shall be determined during the Section 106 compliance process (see BLM-SHPO Protocol Section V.C.).

(2) At a minimum, inventory efforts for compliance purposes must be sufficient to identify potentially significant cultural resources within the area of potential effect.

(3) The level of inventory and the field methods should be commensurate with the number and classes of cultural properties known or expected to occur and the specific environmental conditions in the area to be inventoried.

b. Developing the Inventory Method.

(l) A combination of field inventory levels and techniques may be used to identify cultural properties.

(2) Field inventory may be conducted in phases, especially where existing information is inadequate to design a specific strategy.

(3) All available environmental and cultural resource information should be taken into account when designing field inventories. whenever possible, remote sensing, informants, subsurface testing, etc., should be used to supplement on-ground inventory.

c. Inventory of Non-Federal Cultural Resources. See BLM-SHPO Protocol Section IX.

2. Field Inventory Waivers.

a. Authorized Officer and SHPO Consultation. Whenever the BLM proposes to approve an undertaking with less than Class III coverage, the SHPO will be provided a full justification in writing before the undertaking is approved.

b. Conditions Under Which Field Inventory May be Waived. Field inventory waiver may be considered for any part of the area of potential effect for which one or more of the following conditions exist:

(1) Previous natural ground disturbance has modified the surface so extensively that the likelihood of finding cultural properties is negligible;

(2) Human activity within the last 50 years has created a new land surface to such an extent as to eradicate traces of cultural properties;

(3) Existing Class II or equivalent inventory or environmental data are sufficient to indicate that there is no likelihood of finding a National Register or eligible property;

(4) Inventory at the Class III level of intensity has previously been performed and records adequately documenting the location, methods, and results of the inventory are available;

(5) Natural environmental characteristics are unfavorable to the presence of cultural properties (such as recent landslides or rock falls); or

(6) The nature of the proposed action is such that no impact can be expected on significant cultural resources.

3. Classes of Inventory. The Cultural Resource Inventory Program is composed of three types of inventory. Each type of inventory is designed to provide specific kinds of cultural resource data for the Bureau's various planning and management needs.

Class I - Existing Data Inventory--a large-scale review and compilation of known cultural resource data.

Class II - Sampling Field Inventory--a sample oriented field inventory.

Class III - Intensive Field Inventory--a complete surface inventory of a specific area.

4. Class I - Existing Data Inventory.

a. Objectives. The objectives of a Class I cultural resource inventory study are to:

(1) Provide a review and synthesis of existing cultural resource information, both historic and prehistoric, available for the study area.

(2) Identify all recorded cultural resource sites through a compilation of the existing site record data for the defined area. In this context, recorded cultural resources refer to those cultural, archeological, and historical sites and properties for which a record form has been prepared

and entered as part of a formal inventory record system (e.g., New Mexico Cultural Resources Information System, Smithsonian Statewide record systems, university archeological site files, State Historic Preservation Plans, and the National Register of Historic Places).

b. Part I - Cultural Resource Overview.

(1) Method

(a) Define the study area. The area covered may be related to proposed land use projects or BLM Field Office boundaries. However, large BLM Field Offices may be more adequately covered by a series of two or three cultural resource overviews, each for cultural subregions or definable geographic areas (study areas) within the Field Office. If a large BLM Field Office is divided into Class I study areas, these areas must be as large as possible and utilize appropriate boundaries.

(b) Cover the whole study area regardless of land ownership. However, place major emphasis during preparation of the cultural resource overview on cultural resources that are on, or immediately adjacent to, BLM-surface-administered lands.

(c) Compile general background data and bibliographies on the prehistory and history of the study area. Do not include compilation of site records.

(d) Undertake a brief field reconnaissance of the study area to gain familiarity with the area and local information sources.

(e) Draft a working thematic outline of the prehistory and history of the study area. The outline serves as a guide in data compilation and report preparation.

(f) Consult all reasonably available bibliographies, documents, published literature, manuscript and archival sources, maps, reports, museum collections, and other primary and secondary sources bearing on the prehistory and history of the study area. Use publications, site lists, and records dealing with known cultural resources in the study area (including existing BLM site records and cultural resource data). However, use these only to familiarize researchers with the types and varieties of recorded cultural resources related to the study area.

(g) Consult with professional and amateur historians, archeologists, Native Americans, and local people knowledgeable about the history and prehistory of the study area.

(h) Prepare a cultural resource overview, with appropriate support graphics and appendices.

(2) Report Content and Format. The cultural resource overview is a professionally researched and written narrative of the prehistory and historic human use and occupation of the area from the earliest

times to the present. It should be a balanced document, treating the various cultural resource concerns (e.g., time periods) on equal levels. The cultural resource overview should contain the various categories discussed below. Follow this sequence of presentation, including the desired content for each category, as closely as practical. However, retain flexibility in organization of the various categories so as to present the information in a fashion best representing current knowledge and needs. The cultural resource overview includes the following:

(a) Abstract. Provide a brief abstract of the cultural resource overview. The abstract must outline the cultural resource overview content and refer to specific highlights from the narrative. This abstract is used for other reference systems, such as the National Technical Information System (NTIS).

(b) Cultural Resource Management Summary. Provide an "executive summary" capsulizing the salient points of the complete Class I inventory study (including Part I and Part II). Provide concise statements about the study area's cultural resource data base. Identify significant points regarding the prehistoric and historic human use and occupation of the area and briefly point out the values of the cultural resources. The cultural resource management summary should enable the reader to ascertain Class I inventory results without reading the entire cultural resource overview. The cultural resource management summary should not exceed 10 doubled-spaced pages.

(c) Orientation. Identify the study area, reasons and goals for the study, underlying assumptions, theoretical orientation, and methodological approach to data compilation. If appropriate, identify problems encountered in undertaking work and steps taken to resolve them. Identify the personnel employed and the role of each person, and provide a schedule of time spent on data review, fieldwork, and report preparation.

(d) Environmental Background. Briefly discuss past and present environmental factors important to understanding the study area's prehistoric and historic human use and occupation. These factors include geographic features, climatic changes, hydrological history, and changes in the regional vegetation and faunal patterns over time. Include information such as pollen data, carbon dates, terrain analysis (e.g., geological inferences), and historical documents, if available and appropriate.

(e) Cultural Resource Investigation and Research Background.

i. Summary of Past and Current Work. Provide a general discussion of the pertinent past and current archeological/ anthropological and historical investigations in the study area. Provide a brief summary of such pertinent research and or investigation project or series of pertinent projects which has contributed to knowledge about the cultural resources of the area.

ii. Collections. Provide a brief discussion of cultural resource collections from the study area. This discussion should include a summary of museum and university archeological and historical artifact collections, catalogues, and archival information, as well as referencing available photographic records and reference collections.

iii. Present Research Orientations. Briefly discuss present cultural resource research orientations, problems, and objectives within the study area. Discuss any regional or problem-specific research designs or strategies presently planned or being implemented within the area. If none exist, then discuss specific research designs, strategies, or orientations from the surrounding areas which may be pertinent to the study of the cultural resources within the study area.

(f) Cultural Resource Narrative. This section constitutes a major portion of the cultural resource overview, and serves as the data base for the synthesis to be formulated in Section (h). Organize the narrative under the three separate categories of prehistory, history, and contemporary cultures, as discussed below. The narrative(s) should represent the full array of cultural resource information available for the area. The narrative(s) should be prepared by qualified archeologists/anthropologists and historians familiar with the area and its cultural resources, or by individuals who have otherwise demonstrated ability to adequately research and write such a document. These topics may be combined, reorganized, added to, or discounted, as appropriate.

i. Prehistory.

Cultural History. Discuss the reconstructed prehistoric and protohistoric chronology of the study area using appropriate cultural units, including the temporal components, cultural sequences, and/or phases utilized in the area. Discuss the cultural traits, complexes, or artifacts which define or distinguish each cultural unit.

Prehistoric Lifeways. Discuss prehistoric and protohistoric lifeways developed from the archeological and ethnographical record. Consider such factors as past technology, subsistence, settlement patterns, material culture, social and religious systems, political alliances, and linguistic patterns. Include ethnohistorical data, if available. Identify applicable sources from which ethnographic inferences can be made.

ii. History.

Historic Themes. Discuss the historic period, utilizing themes as a guide; the themes used should reflect specific area history. In developing the narrative, make use of historical, military, scientific, personal, and government accounts, documents, diaries, other primary and secondary source material, and other resources; historic routes of travel (e.g., routes of early explorations, expeditions, wagon roads, and railroads), and ethnic history (dealing with specific ethnic groups). Use a thematic approach to each unit or chapter, as appropriate.

Historic Lifeways. Discuss the lifeways of the various historic groups. Focus on historic material culture as reflected in the tangible evidence remaining, or possibly remaining, in the study area.

iii. Contemporary Culture. Identify and briefly discuss populations presently occupying the study area, or which may presently recognize, associate with, and/or utilize cultural resource properties (e.g., a sacred mountain) within the area. Cite relevant ethnographic data.

(g) Cultural Chronology Summary. Provide a brief cultural chronological list or outline of the major prehistoric, historic, and contemporary events, phases, occurrences, or incidents that took place within or affected the study area. Consider inclusion of a timeline to graphically illustrate the developed outline.

(h) Cultural Resource Synthesis. Provide a concise synthesis of the existing cultural resource data, depicting the human use and occupation of the study area from prehistoric times to the present. The synthesis summarizes the information on cultural resource processes derived from the existing data base. This discussion is processual in nature and deals specifically, but not exclusively, with changes in settlement patterns and land use, land tenure, the changing nature of cultural systems within the area over time, and other topics necessary to provide a coherent synthesis of human use and occupation of the area.

(i) Suggested Management Options and Research Directions. Briefly discuss general questions and issues relating to future archeological and historical research and cultural resource management in the study area. Indicate gaps in the present data base related to these questions and issues. Suggest future research goals and investigation needs. Discuss relevant cultural resource management options for the study area and why such options are important.

(j) Appendices. Provide relevant appendices developed as a result of the preceding sections. Examples might include population data, radiometric dates, specific food resources, select historic documents, and/or additional area-specific information (e.g., rock art analysis or oral history).

(k) Bibliography. Provide an annotated bibliography of all relevant sources, including all those directly cited in the Cultural Resource Overview.

(l) Maps and Graphics. Provide appropriate maps, charts, tabulations, and graphics necessary to support the narrative.

c. Part II - Known Cultural Resource Site Record Compilation

(1) Method

(a) Utilizing the same study area as in Part I, determine what cultural resource site record systems, lists, registers, master site location maps, and other cultural resource property data sources exist and are available for the study area.

(b) When appropriate, provide copies of data from all existing cultural resource site record forms, register records, related site record data and maps for cultural resource sites and/or properties on public lands within the study area.

(c) Maps.

i. Prepare a set of maps plotting the location of all recorded cultural resource sites and properties within the study area.

Each site plotted must be identified by an appropriate reference number. Maps should be United States Geological Survey (USGS) 7.5' topographic maps or the equivalent.

ii. In consultation with the BLM, prepare an appropriate scale map of the general location and distribution of all the known and recorded cultural resource sites and properties.

(d) Evaluate all properties using BLM use categories and the criteria for National Register eligibility.

(e) Prepare a summary table of all the recorded cultural resource sites and properties within the study area.

(f) Limit field reconnaissance to ground-truthing select cultural resource sites and/or properties. At a minimum, this field reconnaissance should include an assessment of those sites or properties on BLM surface administered lands which belong to a selected use category or for which the existing information indicates that they may be potential candidates for the National Register of Historic Places but lack current or complete data on their condition, nature, and extent. Document such properties, utilizing a site record form.

(g) Prepare the report narrative with the site summary table, cultural resource site records, and maps.

(2) Report Content and Format. The Part II report--Known Cultural Resource Site Record Compilation--consists of a brief narrative accompanied by a cultural resource site summary table, cultural resource site records, and a set of cultural resource site location maps. If Part II is prepared at the same time as Part I, the report narrative and site summary table should be physically included with the cultural resource overview as Part II of the report. The Part II report should follow the format discussed below.

(a) Report Narrative. Compile the report narrative as follows:

i. Background. Briefly indicate sources utilized, time and personnel involved, any problems encountered in compiling the site record data, and method utilized.

ii. Cultural Resource Site Record Systems. Provide a brief discussion of the existing cultural resource site record systems in use and/or available for the area. Describe and if possible, resolve problems with site records having more than one designation (number), voids in numbering systems, locational discrepancies, etc. Give the total number of sites formally recorded for the study area and give a breakdown by each site record system, counting only those sites that are within the study area. Describe the site numbering systems and indicate the locations where the various records are maintained.

iii. Site Classification. Give a short working definition of the term "site" as used in the study area. Give the array of cultural resource site types for the area and include a concise definition of each. Include a brief discussion of other cultural resource property categories utilized in the study area.

iv. Formal Recognition.

National Register of Historic Places. Identify all cultural resource properties (e.g., Districts, sites, buildings, structures, and objects) within the area that are listed on, or have formally been determined to be eligible for listing on, the National Register of Historic Places. Provide a brief discussion of each property. Indicate whether any of the properties are also formally recognized as National Historic Landmarks or part of the Historic American Building Survey (HABS) and/or the Historic American Engineering Record (HAER).

State and Local Recognition. Identify all cultural resource properties formally recognized by the State, county, or local Government or organizations as historical landmarks or places of historical or cultural interest. Provide a list of cultural resource properties within the area that are identified in the Statewide Historic Preservation Plan, if not identified by the above.

(b) Site Summary Table. Provide a site summary table listing of all recorded sites for the defined area. The site summary table should identify, if possible, at least the following:

i. Site reference number.

ii. Location (cadastral or UTM).

iii. Ownership.

iv. Site function/type.

v. Cultural affiliation/historical theme.

vi. Chronological placement.

vii. Use category designation.

viii. Formal recognition.

ix. Recorder.

x. Date recorded.

(c) Cultural Resource Site Records. Obtain a clear copy of each recorded cultural resource site record form and related continuation sheets, site sketch maps, and related materials for each site formally recorded on public, private, Indian and State lands in the study area. Compile site records separately and merely cite in the report narrative.

(d) Maps.

i. When appropriate, include all recorded cultural resource sites within the study area, plotted by site reference number, on a set of USGS 7.5' topographic maps or best equivalent. The set of maps should be cited in the report narrative.

ii. Include an appropriate scale map showing the location of all cultural resource sites and properties.

5. Class II - Field Sampling Inventory.

a. Overall Objectives and Background.

(1) The objectives of a Class II inventory are to identify and record, from surface and exposed profile indications, all cultural resource sites within a portion of a defined area.

(2) The Class II inventory provides the data base for making an objective estimate of the nature and distribution of cultural resource sites within the study area. Class II sampling surveys, if structured properly, may form the basis of predictive modelling. Predictive models or sample surveys, however, do not fulfill the agency’s affirmative responsibility to identify and evaluate all properties within the potential environmental impact area of an undertaking. Thus, Class II surveys cannot be used for project-specific cultural resource clearance unless the project area coincides with completely inventoried sampling units.

(3) A Class II inventory can be used to sample a variety of project areas, including an entire planning unit or large project area, a smaller special project area or an area with special management or research needs.

(4) A Class II inventory normally follows a Class I inventory. Individual planning or project units are covered on the ground at a Class III level. Thus, the class III inventory standards(below) and report standards apply.

b. Examples of Specific Objectives. Sample inventories must be designed to meet management needs and should be directed to specific objectives such as the following:

(1) Discovery, recognition, or elaboration of patterns of past human use and occupation of given regions.

(2) Determination of the cultural resource potential of an inventory area.

(3) Prediction of zones of greater or lesser activity by past human populations.

(4) Identification and assessment of the environmental and/or cultural variables, or combination of variables, that form the most accurate predictors of cultural resource sites.

(5) Development of projections of expected density distribution and diversity of cultural resources.

(6) Discovery of the range of cultural resource variability within an inventory area.

(7) Provision of an objective means of assessing the existing cultural resource inventory.

(8) Development of a systematic base for planning decisions concerning cultural resources.

c. Sample Unit Record.

(1) A sample unit record shall be completed for each unit of inventoried space. It is designed to consolidate cultural resource and environmental information from site records for a particular parcel of land. The sample unit record is also the primary documentation for surveyed sample units which contained no cultural resources. This form provides an opportunity for discussing field impressions of a particular area and making comparisons between sample units.

(2) A sample unit record may be specifically designed for an individual project but should contain at least the following information as appropriate:

(a) Study area (or planning unit) project name and number.

(b) Sample unit number.

(c) Sample unit size (acres).

(d) Sample unit selection technique (e.g., random, systematic, etc.).

(e) Stratum description and number, if applicable.

(f) Type of inventory and spacing of coverage.

(g) Sketch map of sample unit showing areas surveyed, site locations, roads, landmarks, and environmental data.

(h) Names of individuals doing fieldwork.

(i) Dates of fieldwork.

6. Class III - Intensive Field Inventory.

a. Objectives. The objective of a Class III inventory is to identify and record, from surface and exposed profile indications, all cultural resource sites within a specified and defined area. Class III inventory must be preceded by a prefield investigation. The Class III inventory results in a total inventory of cultural resource sites observable within a specified area. Upon completion of Class III inventories within a specified area, no further cultural resource inventory work will usually be needed. However, occasionally follow-up survey may be appropriate if local conditions at the time of the first Class III survey obscured surface visibility (snow cover, vegetation cover, geomorphological conditions, etc.) or if dynamic geomorphological conditions, such as dune fields, are continuously revealing new surfaces.

Class III inventories are 100 percent surveys of the project area. It is important to remember that a 100 percent survey does not mean that every piece of ground within the project area must be looked at to the same degree of intensity. Survey intensity within a Class III inventory will be adjusted throughout the project area so that it is commensurate with the particular archeological sensitivity for particular tracts of land.

b. Survey Boundaries.

(1) Recording. The precise location of survey boundaries is one of the most important data categories recorded. Each cultural resources report must include USGS 7.5' maps showing the survey boundaries as well as any sites or isolated occurrences located. Land status information is available from BLM Land Status Maps (color quads) or master title maps. Wherever possible, corner markers, benchmarks, or prominent features of the landscape should be referenced to firmly establish project location. Aerial photographs may be the most accurate way to record the survey boundaries.

(2) Ground Delineation. For inventories completed in advance of surface-disturbing actions the boundaries, center or centerline of the areas to be inventoried must be marked clearly on the ground prior to survey. Either wooden or metal stakes are preferable to flagging alone, which is easily lost or removed. For projects whose locations are defined by land surveyors, the cultural resource inventory must take place subsequent to the initial land survey. In situations where project location is uncertain, or where the map base is unusable, it may be necessary for the archeologist to delay completion of a survey.

(3) Realignments or Relocations. If early project evaluation indicates a high probability for the relocation or realignment of project areas (e.g., for major powerline or pipeline projects), it is mandatory that maps or aerial photographs (at a scale no smaller than 1" = 1,000 ft.) be provided to the survey archeologist to assist in the long-term tracking of project alignments. Responsibility for the inventory of any recommended realignments must be discussed in the project report. Any new project locations must be restaked or reflagged and a new inventory conducted on the staked areas.

(4) Survey Area Requirements. Where surface disturbing actions are proposed, the minimum survey area shall include all areas to be physically disturbed by earth moving activities, as well as areas where vehicle movement, off-loading of equipment, rehabilitation, or any other indirect impacts may be reasonably anticipated. Survey of buffer zones may also be required. It is the responsibility of the Authorized Officer to determine this area for each project.

c. Spacing. In general, for Class III inventories in New New Mexico, crew spacing should not exceed 50' (15 meters). Either the nature of the terrain or the nature of the cultural resources known to be in the survey area may dictate changes in spacing between crew members; in all cases, the field investigator will report areas where slope, vegetation and/or terrain justified deviation from the accepted standard.

d. Situations of Impaired Ground Visibility. In project areas where the ground surface is heavily vegetated, shovel or auger testing may be the only accurate method of locating cultural resources. This problem should be discussed in advance with the BLM Archeologist and specific procedures agreed upon.

At least 80 percent of the ground surface must be free from snow at the time of the cultural resource inventory. Exceptions may be granted on a case-by-case basis by the authorized officer, although the primary factor in such decisions should be the potential for adverse impacts on cultural resource values. In such cases, monitoring during construction shall be required as a protective strategy.

Cultural resource use permit holders are responsible for assuring ground visibility is maintained and for including visibility assessments in their project reports.

e. Rate of Survey. Assessment of a productive survey rate is a professional judgment, which is affected by a number of field conditions. However, rates of coverage exceeding 20 acres, 3 well pads, or 2 to 4 miles of 150' linear corridors per person per day may be considered too rapid to produce reliable results. Excessive coverage rates may trigger rejection of the report. Deviations should be approved in advance by the BLM Archeologist. Documentation of rate of work should be included in the project report.

f. Location and Identification of Resources.

(1) Types of Resources.

(a) Sites. A site is a physical location of past human activities or events. Cultural resource sites are extremely variable in size, and range from a cluster of several objects or materials to structures with associated objects or features. A site may consist of secondarily deposited cultural resource remains. Features such as hearths, cairns, rock alignments, masonry concentrations, burned adobe, fire-cracked rock, cists, corrals, and rockart are generally recorded as sites. Sites also include definite locations of traditional cultural or religious importance to specified social and/or cultural groups.

(b) Isolated Manifestation. Isolated Manifestations generally contain fewer than 10 artifacts, or contain a single undatable feature; and frequently are found to be redeposited material that lacks significant locational context; and are not related to other nearby Isolated Manifestations or Sites. Local definitions for what constitutes an isolated manifestation as well as standards for recording them within the body of the report or on Isolated Manifestation Forms may be provided by Field Office Archeologists within whose territory a project will occur.

(2) Determining Site Boundaries. As a general rule, a site boundary can be drawn when no artifacts can be found within 20 meters in any direction from the last artifact on the site periphery. Sites lying partially within the survey area will be recorded in their entirety.

(3) Identification of Resources. During a cultural resource inventory, field investigators will locate, identify, and record all visible cultural resources, including historic sites and isolated occurrences. The location of all cultural resource materials found during the inventory will be plotted on maps submitted with the survey report. During initial inventory, field investigators will expend a reasonable effort to identify cultural resources as to type, function, cultural affiliation, and date. To avoid revisiting the site unnecessarily, limited test excavations as needed to determine depth and extent of subsurface deposits may also be authorized at this time. Detailed artifactual recording and limited collection may also be appropriate, as well as ethnographic or archival research subsequent to fieldwork.

(4) Recording of Resources. Specific standards for the proper recording of sites are elaborated upon in either the guides for Texas, Kansas, and Oklahoma site survey record forms when working in those states, or the "User's Guide: New Mexico Cultural Resource Information System, Section 4: The LA Site Record"(See Appendix 1).

(5) Collection Policy: Without prior approval, only limited collections will be made on public lands in New Mexico in the following circumstances (see also Part Two of these guidelines):

(a) If the item is a museum quality specimen, such as would be attractive to illegal collectors (diagnostic projectile points, complete ceramic vessels, shell ornaments, etc.).

(b) If additional study is needed to verify the style or material of the item (e.g., rare intrusive sherds).

Collected artifacts must be curated according to the standards published by the Museum of New Mexico. Notations should be made on the Site or Isolated Manifestation Form (if used) that the material was collected and museum accession numbers entered as a cross-reference. Exact locations of collected artifacts shall be accurately plotted on site sketch maps.

(6) Pack Rat Middens: The location of pack rat middens which could potentially yield information concerning the paleo-environment of the study area should be noted on the survey map and in the final report.

(7) Modern Sites: Currently occupied houses or utilized structures, except Government facilities, should not be recorded on site forms but should be noted on the survey map and described in the final report. Modern trash dumps with no obvious time depth should be treated in a similar fashion.

7. Prefield investigation.

a. Review of Local Resources: It is the responsibility of the field archeologist to become familiar with the types of resources known or expected to occur within the project area, characteristic settlement patterns, current research issues, and geomorphic factors which may affect site integrity or visibility.

b. Records Check: Regardless of the magnitude of the survey, each Class II or III inventory must be preceded by a prefield records check to become familiar with known sites recorded in the area and to be aware of previous work which may be relevant to recorded resources. Known site locations generally must be checked both at the BLM Field Office and the Archeological Records Management (ARM) site files at the Laboratory of Anthropology in Santa Fe. In Oklahoma, contractors must check with the Oklahoma SHPO for listings on the Oklahoma Landmark Inventory and the Oklahoma Archeological Survey (the State site data repository). In Texas, cultural permittees should contact the Texas Archeological Research Laboratory before contacting the Texas SHPO.

B. Inventory Report Standards.

Standards for the proper completion of medium to large-scale inventory reports are listed in the most current version of the "New Mexico Bureau of Land Management Standards for Completing Cultural Resource Inventory

Reports." See Appendix 2. More streamlined reporting may be substituted for small-scale projects, if explicitly authorized by the BLM Field Office archeologist responsible for the project area.

C. Report Processing.

1. Report Submittal. Reports will be submitted to the BLM Field Office where the fieldwork took place. The number of copies of the report and site forms to be submitted will be determined by individual Field Offices. The BLM, upon approval and acceptance of the report, will assume responsibility for forwarding the report to the SHPO and in Oklahoma to the State Archeologist. All reports should be signed by the individual responsible for carrying out the terms and conditions of the permit. Cultural reports containing information concerning the location of cultural materials should not be distributed to the general public.

2. Report Review. Upon receipt of a cultural resource inventory report, the BLM Field Office archeologist will conduct a review for the purpose of determining, a) whether BLM inventory and site survey record form standards were met, and b) whether appropriate mitigation recommendations were offered.

a. Inadequate Reports. If the cultural resource inventory report is inadequate, the deficiency can be corrected either through the return of the report to the responsible permittee (with explicit comments on the deficiencies and the steps necessary to correct them), or, if the problem is minor, through clarification over the telephone with written confirmation. If field checks reveal a problem with the location or types of resources identified or not identified, the responsible permittee will be notified and a joint field inspection arranged, if appropriate. Where the report is seriously deficient, where previously identified deficiencies are not corrected, or where the correction of deficiencies could result in substantial or detrimental time delays, the project applicant will be notified.

If a firm or institution is consistently producing inadequate reports or inappropriate recommendations concerning site significance or management recommendations, the BLM Field Office archeologist will arrange a meeting with their staff to review BLM policies on these matters. Consistent failure to provide inventory reports which meet the BLM standards may lead to permit suspension, revocation, or nonrenewal.

b. Report Processing. The BLM Field Office archeologist is responsible for forwarding approved reports to the SHPO, for completing Section 106 consultation, and for incorporating the report and any identified resource records into the Field Office records keeping system. For New Mexico, consultation procedures will be consistent with those outlined in the BLM-SHPO Protocol. For all other areas of New Mexico State BLM responsibilities, the processing of reports and completion of the Section 106 consultation process will follow the procedures detailed in 36 CFR 800.

D. Maintenance of Inventory and Evaluation Data.

1. Records System.

a. Site Records. Field Offices shall maintain files containing complete copies of cultural resource site records.

b. Inventory Project Reports. Field Offices shall maintain files containing inventory project reports, site forms (provided by the NM, KS, OK, or TX SHPOs), and accompanying isolated manifestation forms(if required by the Field Office).

c. Master Maps. Field Offices shall maintain current Field Office-wide topographic maps showing site locations (labelled by permanent site number) and surveyed areas (labelled by project number).

2. Confidentiality of Cultural Resource Data.

a. General Policy.

(1) Cultural resource inventory and evaluation records generally may be shared with other Federal agencies, State and local Governments, private individuals, and the public when sharing will further Bureau cultural resource management objectives.

(2) However, information regarding sacred sites and other cultural resources shall be protected and held confidential in accordance with E.O. 13007 and 43 CFR 7.18 when the disclosure of information would threaten the resource. Cultural properties listed on the National Register of Historic Places located on non-Federal lands are also exempted from disclosure.

(3) In accordance with Section 304 of the National Historic Preservation Act, the NM BLM will withhold from disclosure information pertaining to the location, character, or ownership of historic resources if such disclosure could cause an invasion of privacy, risk harm to the resource, or impede the use of a traditional religious site by practitioners.

(4) Dissemination of cultural resource data from ARMS in NM, or the KS, OK, or TX SHPOS or historical commissions or historical societies shall only be done with prior approval of the data manager and BLM as necessary.

b. Field Office Files. Site records and reports with site location data (including library references) should be filed in secured areas.

c. Environmental and Planning Documents. Cultural resource information from technical backup documents for EIS/EAs or RMPs should only be referred to in general terms to protect sensitive site location information from disclosure under Freedom of Information Act (FOIA) requests.

CHAPTER 2 - RECOVERY OF CULTURAL RESOURCE DATA

I. General Statement.

The policies concerning recovery of cultural resource data are explained. How data recovery projects are coordinated and implemented are discussed. Proper documentation standards are referenced.

A. General Guidance.

1. Policy.

a. Data recovery techniques shall be applied to cultural properties undergoing deterioration or threatened with deterioration or other adverse effects, where avoidance or protection by physical or administrative protection measures is not appropriate.

b. The techniques and methods of data recovery shall be applicable to the characteristics which contribute to the use(s) determined appropriate for the cultural property, or to the qualities which qualify the cultural property for the National Register.

c. Data recovery decisions shall be made by the authorized officer in consultation with the SHPO in accordance with the BLM-SHPO Protocol.

d. If portions of a property are to be preserved in place, data recovery operations shall ensure minimal disruption of these areas.

e. All field operations and observations shall be fully and accurately documented to ensure that future researchers may understand and reconstruct the completed work.

f. To the extent feasible, data recovery operations shall cause a minimum of environmental impact to the surrounding area.

2. Coordination. In addition to possible consultation with the SHPO, data recovery operations may necessitate coordination with concerned Native American groups as described in 43 CFR 7. Public involvement, such as professional peer review of data recovery proposals, or public information efforts, may also be appropriate. If consultation under the Archeological Resources Protection Act (ARPA) and the Native American Graves Protection and Repatriation Act (NAGPRA) is required, contractors should be aware that delays of up to 30 days or more may occur for consultation before permits are issued for data recovery excavations.

3. Implementation.

a. Qualified Supervision. Data recovery operations shall be conducted under the supervision of qualified cultural resource professionals having appropriate experience with the type of sites and data involved. Supervisory personnel shall, at a minimum, meet the requirements for obtaining cultural resource use permits (see 43 CFR 7).

b. Use of Contracts and Other Procurement Techniques. The use of procurement and the preparation of contract statements of work shall conform to requirement in BLM Manual 1513. Fieldwork performed under contract shall be monitored and reviewed by qualified BLM Field Office archeologists.

B. Documentation. Appendix 3 establishes acceptable professional standards which shall be followed when in-house personnel, contractors, or permittees prepare various reports in connection with data recovery projects. Appendix 3 is titled "New Mexico Bureau of Land Management Reporting Standards for Data Recovery Projects."

CHAPTER 3 - COLLECTION AND CURATION OF CULTURAL RESOURCE MATERIALS

I. General Statement.

This chapter addresses the collection and curation of cultural resource materials. Policies and procedures for the removal and disposition of artifactual materials are enumerated. The record keeping and curation requirements as well as use of material removed are explained.

A. Policy. It is New Mexico BLM policy that:

1. Removal. Qualified individuals may be authorized by the State Director or his designee to remove material remains which are in danger of loss or which are needed for scientific study, public interpretation, or evaluation of the cultural resource.

2. Curation. Cultural resources removed from public land in New Mexico, along with copies of the associated records, are curated as property of the United States in a university, museum, or other scientific or educational institution within the area of New Mexico State BLM responsibilities.

B. Removal of Artifacts.

1. Personnel Authorized.

a. Bureau. Professional cultural resource employees carrying out official agency duties associated with the management of cultural resources are the only BLM personnel authorized to remove or supervise the removal of prehistoric and historic material remains.

b. Non-Bureau. Qualified individuals carrying out activities pursuant to a cultural resource use permit issued for the State of New Mexico, Kansas, Oklahoma, or Texas are the only non-Bureau personnel authorized to remove or supervise the removal of prehistoric and historic material remains from the public lands.

2. Rationale.

a. Danger of Damage or Loss. Material remains with scientific or management value which are in immediate danger of damage or loss through natural or man-caused actions should be removed and placed in proper curation with appropriate documentation. If time or other factors do not allow for removal methods which would protect the scientific value of the material, the material remains must be left in place until the proper methods are available.

b. Scientific Study. Material remains may be removed when the material is needed for scientific study. Items which are needed for the future scientific study of a cultural resource should not be removed until the scientific study is undertaken. Without prior approval, only limited collections will be made on public lands in New Mexico in the following circumstances:

(1) If the item is a museum-quality specimen, such as would be

attractive to illegal collectors (diagnostic projectile points, complete ceramic vessels, shell ornaments, etc.).

(2) If additional study is needed to verify the style or material of the item (e.g., rare intrusive sherds).

c. Public Interpretation. Material remains which were removed for scientific study or to prevent damage or loss will normally provide a suitable source of material for public interpretation. Normally materials would not be removed from public land for the sole purpose of public interpretation.

d. Evaluation. Material remains may be removed from public land when they are needed for the further evaluation of the materials or documentation of the cultural resource. The material remains should not be removed if they are needed for further field evaluation of the cultural resource.

C. Disposition of Material Remains.

1. Record Keeping.

a. Artifact Catalogue. All artifacts are to be recorded in an artifact catalogue developed in consultation with the curating institution. Copies of artifact catalogues should be stored at the curation center with copies available to BLM.

b. Site Record or Isolated Occurrence Form. Material remains removed from the public land are to be described and documented on the appropriate Site or Isolated Occurrence Form. The curating institution shall also be noted.

c. Inventory Report. The collection strategy (including sampling procedure, collection units, recording formats and analysis) and the location and nature for all materials removed from public land shall be contained in the appropriate inventory report.

2. Preparation for Curation. Material remains removed from the public land are prepared for curation by completing the proper record, keeping, cleaning, preserving, stabilizing, and boxing according to the requirements of specific curation agreements.

3. Bureau Curation.

a. Field Offices shall not attempt long-term curation of materials except for the following purposes:

(1) Reference collection used by BLM Field Office archeologists in performing identification and evaluation duties.

(2) Small interpretive collections used for illustration of Bureau resources or procedures to the public.

b. All materials held in Field Offices must be kept in a

clean, dry, locked storage area. Vulnerable materials shall not be subjected to extremes of temperature or humidity. Personnel controlling access to this area must be clearly identified by the Field Office manager.

4. Curation Centers. Subsequent to analysis and preparation, material remains removed from the public land are submitted to a curation center under the terms of a specific curation agreement either held by the State Director or appropriate cultural resource use permittee.

5. Use of Material Remains.

a. Bureau. Material remains may be temporarily removed from curation centers by BLM archeologists for use in training, public interpretation, scientific study, or further evaluation.

b. Non-Bureau. Material remains may be temporarily removed from curation centers by qualified individuals for scientific study or public interpretation upon approval by the appropriate BLM Field or State Office archeologist.

c. Limitations. Prior to the removal of materials from curation centers by Bureau or non-Bureau personnel, a written agreement shall be developed specifying the terms and conditions of removal addressing at a minimum: the period of loan, procedures for protection, and storage of the material, liability in case of loss or damage to the material or its packaging, location of temporary storage, proposed use, and if needed BLM manager assuming responsibility for protection of materials. While the material remains the property of the United States, every attempt shall be made to accommodate the needs and policies of curation centers in this regard. Agreements shall remain on file with the appropriate BLM office and shall be subject to periodic review and monitoring.

CHAPTER 4 - PROCEDURES FOR CULTURAL RESOURCE USE PERMITS

I. General Statement.

This chapter explains all the procedures associated with the cultural resource use permit system. Types of permits and application procedures are detailed along with how permit applications are reviewed and processed. Circumstances for notification of affected Indian Tribes are pointed out. Standards for performance monitoring and causes for non-renewal of permits are presented.

A. General Provisions.

1. Purpose. These procedures establish a process to be followed by BLM Field Offices for the receipt and review of applications for cultural resource use permits, the issuance and monitoring of permits, and the control and maintenance of associated records.

2. Objectives. The permitting system described in these procedures is designed to facilitate timely response to applications, to ensure that statutory and regulatory requirements are met and to provide the basis for uniform treatment of applications and permits among affected Field Offices.

3. Authority. These procedures respond to the following authorities:

a. American Antiquities Act of 1906 (P.L. 59-2O9; 34 Stat. 225; 16 U.S.C. 432, 433);

b. Federal Land Policy and Management Act of 1976 (P.L. 94-579; 90 Stat. 2743; 43 U.S.C. 1701);

c. Archeological Resources Protection Act of 1979 (P.L. 96-95; 93 Stat. 721; 16 U.S.C. 47Oaa et seq.);

d. Title 43 Code of Federal Regulations, Parts 3, 4, 7, and 2920.

4. Responsibility.

a. State Director, through the Deputy State Director, Resources Planning, Use, and Protection or his or her designee, is responsible for receiving permit applications; preparing case files; conducting technical and management reviews to ensure that all qualifying requirements are met; issuing or denying, modifying, and revoking permits; and maintaining current files. Only State Directors, through the Deputy State Director or his/her appointee, are authorized to issue, deny, modify, or revoke permits.

b. Field Office Managers or their designee are responsible for conducting technical and management reviews of survey permit applications as requested by the State Director; for making recommendations to the State Director for permit issuance, denial, modification, and revocation; for notifying and consulting with affected Indian tribes; for monitoring work conducted under permits and fieldwork authorizations; and for receiving, reviewing, and issuing permits under the authority of ARPA for testing and excavation.

c. Cultural Resource Specialists on State and Field Office staffs are responsible for providing and documenting technical reviews and

recommendations; for developing terms and conditions; and for monitoring and documenting permittees' technical performance and compliance with permit terms and conditions.

d. While the New Mexico BLM encourages and indeed requires participation by cultural permittees at various stages of the Section 106 process, the New Mexico BLM retains ultimate responsibility for complying with all requirements of the National Historic Preservation Act. As Section 110(l) makes clear, the BLM cannot delegate its responsibilities pursuant to Section 106.

5. Policy. Cultural resource use permits may be issued to appropriately qualified applicants, provided that work proposed would further knowledge in the public interest, would not conflict with other legitimate or protected uses of the public lands and resources, and would not be inconsistent with any approved management plan, objective, or established policy applicable to the public lands concerned.

B. Cultural Permits. The following activities are subject to permitting under these procedures.

1. Survey and Recordation(Survey) may be authorized, under the authority of Section 302(b) of FLPMA for applicants who propose to identify, evaluate, record, or conduct similar nonimpacting studies of cultural properties, which will not involve excavation and/or removal of material remains or other disturbance of cultural properties. Under appropriate circumstances, such permits may authorize collection of at-risk artifacts found in association with cultural properties, and minor probing to locate limits of cultural properties or unconfirmed archeological deposits for mapping purposes. Survey/recordation permits may be issued for extended periods of time to facilitate Section 106 compliance inventories. Survey and recordation permits in New Mexico will be issued on a regional basis.

2. Limited Testing and Collection(Testing) may be authorized, under the authority of Section 4 of ARPA, for applicants who propose to identify, evaluate, and record cultural properties, or conduct similar studies of specific cultural properties and/or specific areas, during which minor collection and removal and/or limited test excavation and removal of material remains are likely to occur, so that the National Register eligibility or research potential of a cultural property may be determined but not substantially diminished. Limited Testing and Collection permits are generally site-specific but may be issued for the entire project area in exceptional cases. Because these permits disturb relatively little of the site, they generally can be issued without Native American consultation pursuant to ARPA.

3. Excavation(Excavation) may be authorized, under the authority of Section 4 of ARPA, for applicants who propose to excavate and/or remove material remains at greater scale than described in B. above, with the result that the significance and/or future research potential of a cultural property or properties may be substantially altered. Excavation and/or removal permits

shall be restricted to specific project areas and/or specific cultural properties. These permits are also issued for major testing programs designed to document the nature and extent of an eligible historic property.

4. Combined Permits may be issued when appropriate to proposals for scholarly research (e.g., as part of an acceptable research design, an applicant may propose to excavate a substantial portion of a previously identified cultural property, to carry out a survey to locate similar but as yet unknown cultural properties, and to test any similar properties found), but for environmental consultation work, permits will generally authorize only the work that can be identified with reasonable certainty at the time of application. Permits may be amended to include different work as changing needs become known.

C. Non-Cultural Permits. Non-ARPA or non-site testing may be authorized under a Special Use Permit issued pursuant to FLPMA. This authorization is provided by the Field Office when testing is required near but outside of a known site to determine its boundaries or whether or not a proposed use off site may affect the nearby cultural property. When considering issuing a non-site testing permit, Field Offices will evaluate the qualifications of the archeological contract firm to determine if supervisory personnel are qualified and proposed techniques adequate to detect discovered cultural resources and record and evaluate them properly.

D. Application for Permit. Any person may apply for a Cultural Resource Use Survey Permit by submitting an application form, Form 8151-9 (illustration 1), and required supporting documentation, in person or by mail to the Deputy State Director, Resources Planning, Use, and Protection or his/her designate. Copies should not be sent directly to the Field Offices. The number of copies of survey permit applications shall be 2 for Dinetah; 5 for NW NM; 3 for SW NM; 5 for SE NM; 4 for NE NM; and 2 for Great Plains (KS, OK, and N. TX), 2 for Southwest Texas, and 2 for Gulf Texas.

Two(2) copies of applications for Limited Testing and Collection or Excavation permits should be sent directly to the Lead Field Office. Preliminary or “review” copies should not be sent prior to the formal application for either Survey, Limited Testing, or Excavation permits.

1. Application for Modification. Modification of permits may be requested using the form shown in Illustration 2, "Request for Modification of Cultural Resource Use Permit". Applicants may need to submit copies of supporting documentation as relevant to the requested modification. The renewal request(Request for Modification) may be made up to 3 months prior to the expiration of the term of the permit or, provided the permit has not been used invalidly since it expired, within a reasonable period of time after expiration. If the existing permit is in good standing, during the time Field Offices review and process the paperwork for a renewal, the permit will remain in effect.

2. Renewal of Survey Permits. In order to standardize due dates for Survey Permit renewals, one half of all permits will be renewed on January 1, of each year (the same time that renewals for annual New Mexico State Lands permits are due). In order to spread the workload, the remaining one half of survey permits will be renewed on July 1, of each year.

3. Survey Areas.

a. Blanket Survey Permits are issued for specific areas of New Mexico and Oklahoma/Texas. Limited Testing permits are usually issued for specific project areas or properties. However, if justified, such a BLM permit may be issued for the entire project area. Excavation permits shall only be issued for specific properties identified in the application.

b. Appendix 4 depicts the five permit areas within New Mexico and the three permit areas for Kansas, Oklahoma, and Texas for which applicants may apply for survey permits. Lead Field Offices for these 8 permit areas are as follows:

1. Farmington Field Office(Dinetah)
2. Albuquerque Field Office(NW NM)
3. Las Cruces Field Office(SW NM)
4. Carlsbad Field Office(SE NM)
5. Roswell Field Office(NE NM)
6 to 8. Tulsa Field Office(KS, OK, and TX)

c. The map at Appendix 4 represents the only permit areas currently recognized. No informal survey areas will be established by Field Offices and any further modifications to the boundaries of survey areas will be incorporated as an official Handbook modification.

d. For all changes in definitions of permit boundaries, all persons permitted in a supervisory capacity will be “grandfathered in” for any newly defined permit area for which they were previously approved in whole or in part.

e. Verbal Descriptions of Permit Boundaries. The boundaries of the permit areas can be described as follows:

(i) Dinetah. From the New Mexico-Colorado state line, south along the boundary between Range 3 West and Range 4 West, to the boundary between Township 21 North and Township 22 North, then west along that boundary to State Highway 44, then north and west along that road to U.S. Highway 64, then west along that road to the boundary between Range 13 West and Range 14 west, then north along that boundary to the New Mexico-Colorado state line.

(ii) NW NM. From the Four Corners Monument, east along the Colorado-New Mexico border to the boundary between Range 13 and 14 West; south to U.S. Highway 64; east along Highway 64 to the intersection with State Highway 44; south and east along Highway 44 to the boundary between Range 8 and 9 West; south to the intersection with Townships 21 and 22 North; east to the intersection between Ranges 3 and 4 West; north to the Colorado-New Mexico state line; east to the boundary between Ranges 12 and 13 East; south to the Torrance County line; counterclockwise along the Torrance County boundary to the SW corner of Torrance County; west to the boundary between Ranges 4 and 3 East; south to the boundary between Townships 1 and 2 South; west to the boundaries of Ranges 3 and 2 East; south to the 1st Standard Parallel South; west to the Arizona-New Mexico state line; north to the Four Corners Monument.

(iii) SW NM. From the intersection of the 1st Parallel South and the Arizona-New Mexico state line east along the 1st Parallel until meeting the Rio Grande river; south along the Rio Grange until meeting the Texas-Mexico-New Mexico junction; west along New Mexico's southern boundary to the intersection with Arizona; north along the Arizona-New Mexico boundary to the 1st Parallel South.

(iv) SE NM. From the intersection of the Curry and Roosevelt Counties boundary line and the Texas border south to the SE corner of New Mexico; west along the southern border of New Mexico to the Rio Grande; north along the Rio Grande until it meets the 1st Standard Parallel South; east along the 1st Parallel to the boundary between Range 2 and 3 East; north along this border to the boundary between Township 2 and 1 North; east along this boundary to the boundary between Range 3 and 4 East; north to the boundary between Township 1 South and 1 North; east along the southern Torrance County boundary. The northern boundary of this permit area is described as the southern boundary of the NE NM permit area.

(v) NE NM. From the juncture of Colorado, Oklahoma, and New Mexico south along the eastern border of New Mexico; at the boundary of Curry and Roosevelt counties west to the boundary between Ranges 30 and 31 East; north along the boundary of these two Ranges to the junction of Quay, Curry, and Roosevelt Counties; west to the SW corner of Quay County; north along the boundary between Quay and De Baca Counties to the junction of Guadalupe, Quay, and De Baca Counties; follow the boundary between Guadalupe and De Baca Counties west and south to the junction of Guadalupe, De Baca, and Lincoln Counties; west along the Guadalupe and Lincoln County boundary until meeting the Torrance County boundary; follow the Torrance County boundary in a clockwise direction to the boundary between Range 12 and 13 East; north along this boundary to the Colorado state line.

(vi) Great Plains(KS, OK, N. TX). This permit area includes all of Kansas and Oklahoma. Its southern boundary in Texas can be followed by heading west from the Louisiana/Texas border along the southern borders of Newton, Jasper, Hardin, Liberty, Montgomery, Waller, Austin, Colorado, LaVaca, Gonzales, Guadalupe, Comal, Kendall, Bandera, Real, and Edwards Counties, then north along the western borders of Edwards, Sutton, Schleicher, Irion, Glasscock, Howard, Borden, Lynn, Lubbock, and Hale Counties, and finally west again along the southern borders of Castro and Parmer Counties.

(vii) Gulf Texas. This permit area includes all Texas Counties south of the northern borders of Orange, Jefferson, Chambers, Harris, Ft. Bend, Wharton, Jackson, Victoria, De Witt, Karnes, Wilson, Bexar, Medina, Valverde, and Kinney Counties.

(viii) Southwest Texas. This permit area includes all of the following counties: El Paso, Hudspeth, Culberson, Jeff Davis, Presidio, Loving, Reeves, Pecos, Brewster, Winkler, Ward, Pecos, Bailey, Lamb, Cochran, Hockley, Yoakum, Terry, Gaines, Dawson, Andrews, Martin, Ector, Midland, Crane, Upton, Reagan, Crocket, Terrell, and Val Verde.

4. Warranting Argument. The rationale for organizing New Mexico and Texas in the manner depicted in Appendix 4 is as follows:

a. Dinetah. Over the past decade, the area generally referred to as Dinetah has been used as a separate permit area for authorizing individuals to work as field supervisors or crew chiefs on inventory projects. The area was originally designated to identify an area where BLM archaeological staff believed that very specific and very local survey experience was needed to adequately locate, identify, and interpret the early Navajo archaeology of the area. A pattern of consistently missed, under recorded, and mis-recorded sites emerged during the 1970s to mid 1980s. In most cases these problems seemed to be occurring in cases where the field supervisor had limited or no experience with Dinetah Navajo resources.

In 1995, boundaries were set to define the area for the sake of permit requirements. Those boundaries were generated by querying the ARMS data base for sites in northwestern New Mexico that were either registered as Dinetah Phase or Gobernador Phase. A few boundaries were smoothed out to conform to easily recognized land marks and to conform to areas of legal administrative authority. The western and southern boundaries are probably the most reliable. The northern boundary of what could be deemed Dinetah most likely extends into Colorado, but we lack local information about the frequency of those sites in southern Colorado. The boundary may also extend eastward but again we lack precise information on the frequency of sites on the Carson National Forest and the Jicarilla Apache Reservation.

The one consistent and most important factor that in our opinion affects fieldwork in Dinetah is that of site recognition. Many of the sites are characterized on the surface by a handful or less of artifacts, that in years past would more often as not be documented as an isolated occurrence. Many years of field work, construction discoveries, and data recovery had demonstrated that many of these kinds of resources are actually the location of structures such as burned hogan and other features. Too rapid or too casual an assessment of these limited scatters has often failed to accurately recognize the full extent of the site. In many cases, the features can only be identified by subsurface probing. It is not unusual for sites with a standing or unburned hogan to yield less than 10 or fewer artifacts. In some cases, no artifacts are immediately identified with collapsed or standing 17th-18th century hogans. In the absence of obvious features, artifact variety in the assemblage has been found to be an indicator of more complex site structure. Again, investigators less familiar with the area tend to dismiss very small yet diverse assemblages as isolated manifestation. The evolving nature of site recognition in Dinetah has most recently been made manifest by the identification of culturally modified trees that until the past couple of years were overlooked.

Ceramic artifact assemblages are not particularly difficult to document or to characterize, and are usually limited to Dinetah Gray or Gobernador Polychrome. Puebloan ceramics are rare but do occur, most often Jemez Black-on-white. On very rare occasions, Rio Grande glaze wares or Mexican made Majolica ceramics may be located. Mis-identification of Dinetah Gray with Anasazi gray wares is a continual problem with less experienced field investigators.

Lithic assemblages are never very large, and distinctive items seem to include small side and basally notched projectile points, small well made cores, and obsidian.

REFERENCES:

Carlson, Roy L.
1965 Eighteenth Century Navajo Fortresses of the Gobernador District. University of Colorado Studies, Series in Anthropology 10. Boulder.

Hester, James J.
1962 Early Navajo Migrations and Acculturation in the Southwest. Museum of New Mexico Papers in Anthropology 6. Santa Fe.

Hester, James J. and Joel L. Shiner
1963 Studies at Navajo Period Sites in the Navajo Reservoir District. Museum of New Mexico Papers in Anthropology 9. Santa Fe.

Keur, Dorothy
1941 Big Bead Mesa: An Archaeological Study of Navajo Acculturation, 1775-1812. Memoirs of the Society for American Archaeology 1.

Marshall, Michael P.
1991 The Pueblito as a Site Complex: Archaeological Investigations in the Dinetah District, the 1989 - 1990 Pueblito Survey. In, Rethinking Navajo Pueblitos, by Michael P. Marshal and Patrick Hogan. BLM Cultural Resource Series 8. Santa Fe.

Powers, Margaret A. and Byron P. Johnson
1987 Defensive Sites of Dinetah. BLM Cultural Resource Series 2. Santa Fe.

Towner, Ronald
1996 Navajo Origins. University of Utah Press, Salt Lake.

b. NW NM. This region was delineated based on a shared culture history and shared ceramic history. The region is characterized by “Anasazi” or “Prehistoric Puebloan” sites and ceramics. In the southern portion of the region, there is mixing with the Mogollon (Mogasazi); however, even in this portion of the region, the decorated ceramics are predominately from the northern, prehistoric Puebloan tradition.

Most of the site types (pithouses, field houses, pueblos) extend across the entire region, although dating often varies. Various specialized site types do not extend across the region--gravel mulch gardens, Gallina towers, for example. Abandonment and migration appear, in large part, to have taken place within the region rather than into other “polygons” of the state. There is a body of literature and knowledge centered on this area as a whole, although there often is a closer focus on sub-areas such as the Rio Grande or the San Juan Basin.

Ceramic styles often extend across the entire region. Within the region are distinctive ceramic traditions which are limited in both time and space. Within these traditions, ceramic types differentiated by such attributes as temper and slip are found in local sub-areas. Knowledge of these design

styles and ceramic types allows the field archeologist to accurately identify the time period of occupation for any particular site. Misidentification of ceramic types may lead to attribution of a site to an incorrect time period or cultural affiliation.

Evaluations of significance and recommended treatment are based primarily on accurate identification of artifacts, site types, and cultural affiliation.

c. SW NM. The following overviews treat southwest New Mexico as an identifiable and distinct archaeological unit:

LeBlanc, Steven A. and Ben A. Nelson
1980 An Archaeological Synthesis of South-Central and Southwestern New Mexico. Office of Contract Archaeology, University of New Mexico, Albuquerque.

Stuart, David E. and Rory P. Gauthier with contributions by Thomas W. Merlan
1981 Prehistoric New Mexico: Background for Survey. University of New Mexico Press, Albuquerque

Lekson, Stephen H.
n.d. Archaeological Overview of Southwestern New Mexico. Manuscript prepared for New Mexico State Historic Preservation Division, Santa Fe.

The differences archaeologists would notice between the Mimbres and Jornada cultures as noted by the above authors are ceramic typology and architecture.

The following quotes explain why two of the above-named authors separate the Mimbres Mogollon from the Jornada Mogollon:

"Our evaluation of the present evidence strongly supports the argument that these two regions (i.e., Mimbres and Jornada) are different in many respects - probably more so than their classificatory names imply. These areas have distinct developmental sequences, and, while they are broadly comparable, the relationship is really not substantially greater than that found among all Southwestern cultures. There are long periods where the nature of the subsistence strategies, the settlement patterns, and perhaps even social organization, are considerably different between the two areas....The problem before us is to understand why these fundamental differences exist." (from LeBlanc and Whalen)

and

"Unlike the Reserve District history, the Jornada Mogollon sequence is not so much a divergence from the Mimbres Mogollon as a record of a completely different culture area..." (from Lekson)

The Stuart and Gauthier map for the Mimbres cultural area corresponds roughly to the boundaries we have drawn. The only difference is that our northern boundary is approximately 20 miles further north than theirs.

d. SE NM. The cultural resources of SE New Mexico are unique. The area is one of transition and overlap with Plains, Jornada Mogollon, Chihuahuan, and Jumanos cultures. Sites located within sand dunes are

particularly difficult to recognize and properly interpret since artifact assemblages are often buried and then reappear due to the shifting sand. These properties may include structures with minimal definition. The Caprock area often has pit structures but these are not as well defined as those of NW and central New Mexico. The East Indian Basin features ring middens and dense but difficult to recognize lithic scatters due to associated limestone outcrops and detritus.

The topography and climate are varied and do not mimic other areas of New Mexico. The shifting sands, exposed limestone, and the river corridors all influence the unique cultural expressions found here.

e. NE NM. The northeast quadrant of New Mexico is designated as a separate permit area comprised of the northern portion of the Roswell Field Office and the eastern portion of the Taos Field Office. Northeastern New Mexico has traditionally received little attention from archaeologists compared with other areas within the state. It is an area with a great assortment of archeological sites, where Paleoindian, Archaic, Anasazi (Cimarron Area, Salinas District), Plains Village (Antelope Creek Focus, Apishipa Focus), Plains Nomad, and Apache Cultures are found. This area may be best known for Paleo-Indian sites including the Folsom type site. Lithic sites are abundant in this area, but many lack diagnostic artifacts needed to place the sites into a cultural and temporal framework. These sites could date to any time period and represent any of the cultures during hunting and gathering activities. Dated Archaic Period sites are well represented in the area.

The Plains Woodland grew out of the Archaic with the addition of the bow and arrow, pottery, agriculture, and circular masonry structures. This was likely an addition of horticulture to hunting and gathering activities and not a total transition to a farming economy. By A.D.1000 the local Plains Woodland culture had developed into the Apishapa Focus of the Panhandle Aspect. Apishipa sites are characterized by habitations denoted by upright slabs, dart points, small projectile points, cord-marked pottery, and grinding stones. These peoples' economy continued to be based on a mixture of hunting, gathering, and farming.

Anasazi occupation of northeastern New Mexico began around A.D. 1000 (earlier in the Cimmaron area). These sites are located along the eastern foothills of the Sangre de Cristo Mountains. The Salinas District is also well represented within Torrance County which is included in this northeast area. The Pueblos of Quarai and Abo are located within the area and Gran Quivira is located just south of the area. These large pueblos also contain large Spanish mission structures. The ceramic assemblages of the Salinas District contain both Jornado brownwares and Anasazi black-on-white and glaze wares.

The first Spanish excursions into northeast New Mexico found the area inhabited by Apachean groups hunting buffalo and trading with the Pueblos for crops. Apache sites can contain Tipi rings, Ocate Micaceous pottery, lithics, glass, and metal objects including projectile points. Other Plains nomad

groups include Comanche, Ute, Kiowa, and numerous other groups that have been documented in the area. The Historic Period was characterized by trading and raiding between the Spanish, Pueblo Indians, and Plains Indians.

REFERENCES:

Gunnerson, James H.
1987 Archaeology of the High Plains. *Bureau of Land Management, Cultural Resource Series No. 19.* Denver.

Stuart, David E., and Rory P. Gauthier
1981 *Prehistoric New Mexico: Background for Survey*. New Mexico State Historic Preservation Bureau, Santa Fe.

Winter, Joe
1988 *Stone Circles, Ancient Forts, and Other Antiquities of the Dry Cimarron Valley: A Study of the Cimarron Seco Indians.* New Mexico Historic Preservation Division. Santa Fe.

f. Great Plains(KS, OK, N.TX). Solely for the purposes of identifying geographic areas of archeological work experience for BLM Cultural Resource permits, the Great Plains Cultural Area is considered as covering all of the areas of Kansas, Oklahoma, the Northern half of Texas, and the northeast quarter of New Mexico.

The starting point for defining these areas is largely based on the known locations of Native American Tribes during the time of their first contact with the European explorers, as described and mapped by G.P. Murdock into 277 tribal groups. Murdock's work (3rd Edition 1973) has broad coverage and his summary came after similar work by Wissler in 1931, A.L.Kroeber in 1939, and H.E.Driver in 1953, with over 17,300 selected references. Willey(1966)used similar Archeological Culture Areas.

A second source of background for defining geographic Cultural Areas is ecoregions of the United States as defined by the Ecomap Team of the U.S. Forest Service in 1994. These ecological subregions correspond roughly to the Cultural Areas boundaries of Murdock in Texas and the eastern portion of the Southwest Cultural Area.

The tribes at contact occupying this Southern Plains area in no particular order are:

1. Cheyenne
2. Pawnee
3. Oto
4. Kansa
5. Osage
6. Wichita
7. Kiowa
8. Kiowa-Apache
9. Caddo
10. Comanche
11. Jicarilla

A few of these tribes such as the Caddo and the Wichita have been linked to archeological Phases over 1000 years old and have evidence of cultural traditions continuing to the present tribes in the Plains.

As part of a compromise on defining the Special permit areas in the State of New Mexico, work inside the following 9 counties of New Mexico will be considered as experience in the Plains Culture Area: Union, Colfax, Harding, Mora, San Miguel, Torrance, Guadalupe, Quay, and Curry. The counties in the state of Texas in which archeological work experience will be counted as work in the Great Plains are shown on the map of Appendix 5 with a total of 177 counties. As stated above all archeological work in the states of Kansas and Oklahoma will be considered as work in the Great Plains.

g. Southwest Texas. Solely for determining experience on BLM permits, the eastern portion of the Southwest Culture Area is divided from the Great Plains along the northern edges of Bailey and Lamb Counties; the eastern edges of Lamb, Hockley, and Terry Counties; the northern and eastern edge of Dawson County; the eastern edges of Dawson, Martin, and Midland Counties; the northern edge of Reagan County; and the eastern edge of Reagan, Crockett, and Val verde Counties to the Rio Grande River.

This area contains 29 Texas counties and included 3 Tribes during the contact period: Lipan, Jumano, and Mescalero as described by Murdock (1973)(See Appendix 5). It includes archeological traditions like the Mogollon. These boundaries are also close to the ecological region defined by the U.S. Forest Service in 1994 and is called the Chihuahuan Semi-Desert Province.

h. Gulf Texas. The Gulf Culture Area includes the Texas Coast on the Gulf of Mexico and a large portion of the South Rio Grande drainage often called the South Texas Plain. This area covers 48 Texas counties and included 5 Tribal groups at the contact period: Atakapa, Karankawa, Tonkawa, Coahuilteco, and Tamaulipeco (See Appendix 5). Nearly all of these tribes are extinct or absorbed by the European population, and only one has a formal tribal organization (Tonkawa-removed to North-central Oklahoma).

This Culture Area nearly matches the same 3 ecological sections described by the USFS as: 1. Central Gulf Prairies and Marshes, 2. Southern Gulf Prairies and Marshes and 3. Rio Grande Plain.

The area includes such archeological manifestations as the Rockport Complex, the Aransas Complex, and the Brownville Complex; with distinct pottery types found on the Gulf Coast.

REFERENCES FOR TEXAS:

Hofman, Jack L., et. al.
1989 From Clovis to Comanchero: Archeological Overview of the Southern Great Plains. Prepared by the Oklahoma Archeological Survey of the University of Oklahoma, and Louisiana State University, with the Arkansas Archeological Survey. Final report submitted to the U.S. Corps of Engineers; S.W. Division. Study Unit 5, Contract DACW63-84-C-149.

McNab, W. Henry and Peter E. Avers, editors
1994 Ecological Subregions of the United States: Section Descriptions prepared in Cooperation with the Regional Compilers and the Ecomap Team of the Forest Service. USDA Forest Service, Washington D.C.

Murdock, George Peter
1972 Ethnographic Bibliography of North America. 3rd Edition, Human Relations Area Files, New Haven, Conn.

Willey, Gordon R.
1966 An Introduction to American Archeology . Volume One: North and Middle America, Prentice-Hall, Inc. Englewood Cliffs, New Jersey.

5. Procedures for Numbering Permits and Modifications. Permits shall be numbered according to the following data fields. The first is a unique identification number assigned to each permit holder. The second is either 2920 for Survey permits or 8152 for Limited Testing and Excavation permits. The third is a two digit number indicating the calendar year in which the permit was originally issued. The fourth data field for Survey permits is a letter or group of letters indicating the cumulative number of actions taken to modify that permit. The letter "A" represents the initial permit, "B" the first modification of the permit and so on. For Testing or Excavation permits, the fourth data field is comprised of a number which indicates the permit represents the first, second, third, etc. data recovery permit held by the firm. If a letter follows this number, it indicates that the permit reflects a modification or extension of the data recovery permit.

E. Application Receipt and Initial Processing. As stated in paragraph I.D. above, the appropriate number of applications for survey permits shall be received in the Division of Resources Planning, Use, and Protection or a designated permit administrator office, stamped with date-time, coded, and assembled in a case folder. The application will be forwarded to the Lead Field Office and other Field Offices for review along with a Cultural Resource Use Permit Application Transmittal Form NM-8151-7 (see Illustration 7). Two copies of applications for Limited Testing or Excavation permits shall be provided to the Field Office where the work will occur where they also will be stamped with date-time, coded, and assembled in a case folder.

F. Application Review and Evaluation.

1. Completeness. The Division of Resources Planning, Use, and Protection or its designee and the Lead Field Office shall examine each survey permit application upon receipt to determine if the filing is regular and completely meets all information requirements. In the case of survey permits, the Lead Field Office shall consult with the other Field Offices covered by the survey application and shall solicit their recommendations regarding issuance of the permit or permit modification. However, it shall be the responsibility of the Lead Field Office to make the final decision as to whether a permit should be issued, denied, or issued with any special stipulations or restrictions. The Field Office where the Testing or Excavation permit work will occur will review the application for

completeness. If a proposed program of Testing or Excavation will affect more than one Field Office, a Lead Field Office shall be established and will take the lead in permit review, issuance, monitoring, and report review.

a. Information Lacking. Documentation of qualifications of all supervisory personnel shall be provided in vitaes which follow the format in Illustration A and on charts which follow the format in Illustration B. Failure on the part of applicants to provide complete and up-to-date information in the format required above will result in a suspension of the processing of the permit application until the information is provided in the format specified above. The applicant shall be informed as quickly as possible what is needed for review. For this purpose, documented telephone contact is preferable to written notification.

b. Unmet Criteria. Any application which fails to meet minimum qualifying criteria, either upon initial receipt or through failure to respond adequately to a request for missing information, may be recommended for rejection without further review, by following the permit denial procedures of this section. An exception is that the criteria of paragraph 2b of this section shall not be applied to an application filed by the Governor for a permit on behalf of the State (16 U.S.C. 470cc(j)) for permits issued under the authority of ARPA.

c. Falsification of Data. If an individual deliberately falsifies or grossly exaggerates his or her qualifications or experience on either the vitae or chart, the BLM will suspend any further consideration of certifying that individual in a supervisory capacity for a period of time commensurate with the severity of the falsification.

2. Qualifications of Applicant. Applications shall be reviewed by the affected Field Offices to determine whether or not applicants are appropriately qualified for work proposed, except that among criteria in this paragraph, only paragraph 2.a. shall apply to an application filed by the Governor for an ARPA permit on behalf of the State (16 U.S.C. 47Occ(j)). The applicant shall mark the upper right corner of all information pertaining to the qualifications of an individual (including vitae and chart) with the date and name of the applicant for the use permit.

a. Organizational Qualifications. Applications must show the applicant's organizational capability to accomplish work of the type and scope proposed. An organizational resume or summary of organizational experience should be submitted to provide the following minimum information:

(l) Statement of applicant's organizational ability to accomplish work, including:

(a) location(s) of facilities and equipment;

(b) description of facilities and equipment;

(c) organizational structure and staffing;

(d) specification of which, and to what extent, facilities, equipment, and staff listed would be involved in the proposed work.

(2) Statement of applicant's organizational history in completing type of work proposed, including:

(a) similar past projects;

(b) past government contracts;

(c) selected bibliography of project or contract reports and/or publications resulting from (1) and (2) above;

(d) previous Federal permits held, effective dates of permits currently in force, and applications pending or planned.

(3) Other pertinent organizational experience, such as research and special studies.

(4) If the applicant is a newly formed entity, any information which might take the place of information requested for paragraphs V.B.1.b. and c. should be provided. In such cases, individual capabilities of personnel will carry greater weight in evaluation of organizational qualifications. Lack of an organizational history should not be the principal factor in a recommendation for permit denial.

b. Individual Qualifications.

(1) Permit Administrator

(a) Applications must show the name of the individual proposed to be responsible for carrying out the terms and special conditions of the permit and for complying with any other legal requirements applicable to the permitted activity. This individual must be legally empowered to obligate the applicant organization and must sign the application.

(b) Unless this individual is also named to fulfill other roles (such as Project Director/Principal Investigator or Field Supervisor/Crew Chief), it is not necessary for this individual to be a professionally qualified archeologist, historian, or architect.

(c) If this individual also proposes to serve as Project Director/Principal Investigator or Field Supervisor/Crew Chief, then the individual must meet the minimum qualifications for each position in which he/she will function.

(2) Project Director/Principal Investigator.

(a) Project Directors/Principal Investigators are responsible for planning and supervising the overall project. They review and

approve all products that are submitted to the BLM. They are responsible for the professional quality of the report submitted, including any evaluations and recommendations.

(b) If this individual is also named to fulfill the role of Field Supervisor/Crew Chief, then the individual must also meet the minimum qualifications for that position as well.

(c) A Project Director/Principal Investigator must meet all of the following five qualification criteria.

i. A graduate degree in the appropriate discipline for the permitted activity (e.g., anthropology/archeology, history, or architecture); or a bachelor's degree in the appropriate discipline for the permitted activity plus at least 2 years of professionally supervised experience including similar duties as proposed in the application; and

ii. Experience in collecting, analyzing, and reporting comparable data to what will be collected and analyzed by the permitted activity; and

iii. Ability to plan, equip, staff, organize, and supervise cultural resources management (CRM) activities of the type and of a scale similar to what is proposed; and

iv. Ability to complete projects and submit final reports in a timely fashion; and

v. Completion of at least 16 months of professional CRM experience, including similar duties as proposed in the application. This experience must include at least four (4) months with comparable cultural resources in similar environmental settings. If equivalency of work experience is claimed in lieu of a graduate degree in (i) above, the 16 months of experience required here will be considered to be included in and not in addition to the 2 years of experience required at (i).

(3) Field Supervisor/Crew Chief.

(a) Field Supervisors/Crew Chiefs carry out field projects and are in the field when field work is underway. This individual is responsible for the technical quality of the field work, for direct field site supervision of crew members and data gathering, for recommendations of site eligibility and further treatment, and for preparing site records and inventory/excavation reports.

(b) A Field Supervisor/Crew Chief must meet all of the following four qualifications:

i. A BA in the appropriate discipline for the project and at least 12 months of professional experience including similar duties to what is proposed in the application; or 30 months of professional CRM experience similar to that proposed in the application; and

ii. Experience in collecting, analyzing, and reporting comparable data to what will be collected and analyzed by the permitted activity; and

iii. Demonstrated ability to supervise activities of the type and scope as proposed in the application; and

iv. Documented Fieldwork. An appropriate level of local field experience must be demonstrated in one of two ways. First, at least 4 months of field experience (including at least 3 months of inventory experience if the application is for a survey permit) must be demonstrated within the permit areas applied for as shown in Appendices 4 and/or 5 or in adjacent areas if the projects involved similar cultural resources. This may be part of the experience required for (i) above. Or second, a PI/PD may qualify to function as CC/FS if he/she follows the process described in Appendix 7. (This process substitutes preparation of a Class I Overview and re-recording a representative sample of sites in the permit area for the 3 months of survey experience).

(c) Training courses sponsored by the New Mexico BLM may be credited towards the 60 days of local survey experience. Two days of credit will be awarded for every day of training received. Permit applicants will be required to submit photocopies of certificates of completion for the training.

(d) For purposes of evaluating professional work experience, 20 days constitutes one month. One workday, even if it is slightly more or less than 8 hours, counts as a single day. Thus if an individual worked for no less than 6 hours or 10 hours or more in a single day, that workday would count as one day.

(4) Permittees are required to utilize the proposed curriculum vitae format and chart of experience depicted in Illustration 3. Organization of information in the model vitaes and charts will facilitate uniform consideration of applicant qualifications.

3. Conditional Extension or Modification. Occasionally during the course of reviewing a permit modification or extension, the BLM may conclude that survey authorization in certain areas should be eliminated. This may result from a change in supervisory personnel with different backgrounds and qualifications. A second reason is that in the past, all permits were automatically issued unless a BLM Resource Area objected. Under these circumstances, many permit applications were never reviewed thoroughly. Current policy requires that Lead Field Offices provide explicit recommendations for the permit administrator regarding permit issuance, denial, or modification. When the BLM is considering withdrawing authorization for individuals to serve in a supervisory capacity in areas where they formerly had such privileges, the BLM will take the following steps:

a. When an existing permit comes up for renewal or modification for an area already authorized for survey and the BLM review cannot confirm that the affected individual is qualified to work in that area, a conditional permit will be issued for three(3) months for the area in question (other areas covered by the permit will not be affected by the 3 month conditional clause).

b. During the 3 month time period, affected individuals must either demonstrate that they have the experience required for the area by submitting more detailed and up-to-date information than what was contained in the original permit application or get the balance of the required field experience during this time and provide documentation of this to the BLM.

c. If condition (b) above is not satisfied during the 3 month conditional extension, the affected individual will no longer be authorized to work in that area for the position listed in the permit renewal or modification.

4. Qualifications of Proposed Curatorial Facility. In accordance with 36 CFR 79, State Directors or their designee shall determine that institutions proposed to house collections, as applicable, and copies records, data, photographs, and other documents derived from permitted work, satisfy the following minimum considerations:

a. Physical Considerations.

(1) adequate security;

(2) adequate protection for the types of materials housed, such as climate control for perishable material remains;

(3) adequate protection for records, data, photographs, and other documents;

(4) adequate records/accessioning/retrieval systems;

(5) adequate provisions for scholarly access and study;

(6) maintenance of physical plant insurance;

b. Administrative Considerations.

(1) provision for permanent preservation, including transfer to a Federal or Federally approved location in the event the facility should cease to exist;

(2) adequate staffing;

(3) proximity to the region/culture area where work is proposed. Materials will be curated within the same state where the work is proposed unless approved by the BLM.

5. Certification by Curatorial Facility. Each application must include written certification, signed by a properly authorized official of the proposed curatorial facility, of willingness to accept any collections, as applicable, over the proposed term of the permit, and to assume permanent curatorial responsibility for such materials on behalf of the United States Government.

6. Purpose of Proposed Work. Applications must show that the work proposed would further the knowledge of cultural properties in the public interest. Applications must include documentation which sets forth a methodological/theoretical framework appropriate to work proposed, and proposes a schedule for timely and professional reporting of completed work. An exception is that the requirements in this paragraph shall not apply to an application from the Governor for an ARPA permit on behalf of the State (16 U.S.C. 47Occ (j)).

7. Conformity with Management Constraints. All applications must be reviewed for compatibility of proposed work with any approved management plan or established policy, objectives, or requirements applicable to the management of the public lands and resources involved. Proposed work may be modified through limitations or terms and conditions, or applications may be denied, if the application proposes work incompatible with: cultural resource use categories established through evaluation and planning; resource protection requirements pertaining to time of year, type of activity, type of equipment employed, access, or other management restrictions; or other authorized uses of lands or resources which are exclusive in nature. In cases where the application is of a general nature, at a scope above the level of specific projects, so that potential conflicts cannot be identified, this review step may be limited or deferred until a request for fieldwork authorization is submitted.

8. Indian Tribal Religious or Cultural Concerns. All applications for Limited Testing and Excavation permits must be reviewed for potential harmful or destructive effects to sites or areas of religious or cultural importance to Indian tribes. In addition, applications for Survey permits may be so reviewed if there are reasons to think, because of an area's previously identified sensitivity, that even such nonimpacting use should be made known to Indian tribes. If it is determined that the issuance of a permit may result in harm to, or destruction of, any Indian tribal religious or cultural site on public lands, then the notification procedures in 43 CFR 7.7 must be followed prior to making a decision to approve the application. Indian tribal religious or cultural concerns may be the basis for notification of the proposed work through limitations or terms and conditions, or for denial of the application. Field Offices will consult under 43 CFR 10.3 whenever there is the possibility that the Limited Testing or Excavation proposed may discover cultural items subject to the Native American Graves Protection and Repatriation Act (NAGPRA). To the extent possible, these NAGPRA consultations will be combined with consultation obligations under the Archeological Resources Protection Act. The BLM will act in good faith to consider Indian concerns regarding the proposed scope of work and analyses; however, the ultimate authority for determining the scope of fieldwork and analysis rests with the BLM.

9. Evaluation and Recommendation. For survey permits, the Lead Field Office shall prepare a recommendation for permit issuance or denial. The basis for the recommendation must be fully documented in writing, and shall become a part of the case file. For Testing and Excavation permits, the Lead Field Office shall review, approve or deny the permit, and send out letters of correspondence to the permittee. Copies of Testing and Excavation permit applications and the final permits along with a copy of SHPO concurrence or declaration to decline comment will be forwarded by the Lead Office to the DSD for Resources Planning, Use, and Protection or his/her designee for incorporation into the permit file.

10. Preparation of the Permit and Terms and Conditions. For any recommendation for permit approval, the Lead Field Office shall assemble terms and conditions considered appropriate to the work and recommended for approval. Examples of such stipulations are included in Subsection “O" below. Certain terms and conditions apply to all permits, certain others apply to all permits for a particular type of activity, and additional terms and conditions may be included which are specific to the subject permit.

11. Preparation of Denial Letter. For any recommendation from the Lead Field Office to deny a Survey permit application or modification, the permit administrator shall prepare a letter to the applicant, setting out in detail the reasons for denial. If a Limited Testing or Excavation permit application is denied, correspondence shall take place directly between the Lead Field Office and the applicant. Whenever the BLM rejects a permit application or suspends, revokes, or otherwise reduces permit coverage, it will notify the applicant or permittee of his or her right to appeal the BLM’s decision. This notification will indicate to whom the appeal should be addressed.

12. Decision. The case file, including the staff recommendation and documentation and the completed permit form or denial letter, shall be maintained by the BLM permit administrator as designated by the Deputy State Director, Resources Planning, Use, and Protection. Lead Field Offices may issue, modify, or deny Limited Testing or Excavation permits. The permit administrator as designated by the Deputy State Director for Resources Planning, Use, and Protection will issue, modify, or deny survey permits based on the recommendations received from the Lead Field Office.

F. Permit Issuance or Denial. The permit administrator maintains the permanent case files and sends copies of survey permits, including all terms and conditions, to all affected Field Offices. For Limited Testing and Excavation permits, the Lead Field Office send the application, records of consultation, and permit with any stipulations to the permit administrator for inclusion in a permanent case file.

G. Fieldwork Authorization. Fieldwork authorizations shall consist of a documented pre-field records check.

H. Notification to Indian Tribes of Possible Harm to, or Destruction of, Sites on Public Lands Having Religious or Cultural Importance. Field Office Managers shall have the principal role in notifying and consulting with Indian

tribes when work proposed in a permit application might have a harmful or destructive effect on sites or areas of religious or cultural importance or might affect those cultural items identified in NAGPRA. In general, only permits for major testing programs and excavation are expected to be subject to consultation requirements. Minor testing programs whose purpose is one of discovering the depth, lateral extent, and characteristics of the site in order to determine its eligibility for nomination to the National Register of Historic Places are not normally subject to these consultation requirements.

1. Identification Of Indian Tribes.

a. Statewide Listing. State Directors shall be responsible for developing and distributing to all Field Offices a list of Federally recognized Indian tribes residing within the area of their administrative jurisdiction. Such list shall be based upon the publication of Indian tribes appearing annually in the Federal Register.

b. Aboriginal or Historic Ties. Field Office Managers shall be responsible for identifying Indian tribes with aboriginal or historic ties to lands under their administrative jurisdiction, regardless of residence. Field Offices should utilize the "Traditional Use Areas in New Mexico" report available from the New Mexico State Historic Preservation Office. For each such tribe, Field Office Managers shall identify the chief executive officer and or designee who shall serve as the principal contact for notification and/or consultation pursuant to these procedures. A list of such tribal contacts may be uniformly employed for notification purposes.

c. Nonrecognized Indian Groups. Field Office Managers shall be responsible for compiling a list of all groups, residing or having religious or cultural interests within their areas of administrative jurisdiction, which have petitioned for Federal recognition as Indian tribes. Area Offices of the Bureau of Indian Affairs produce lists of nonrecognized Indian groups petitioning for Federal recognition. The BIA's Area or Agency Offices should be contacted to obtain updated and additional information on tribal governments and other Native American organizations in the general vicinity.

2. Identification of Concerns.

a. Contacts. Field Office Managers shall contact Indian tribes or groups identified as having religious or cultural concerns within their areas of jurisdiction, which have petitioned for federal recognition as Indian tribes, for the purpose of learning the nature and location of sites and areas for which the tribes or groups have such concerns, and for determining the circumstances under which notification is desired.

b. Confidentiality of Information. File information pertaining to the nature and location of sites or areas of religious or cultural concern to Indian tribes or groups shall be protected from public disclosure to the extent allowed by statute. E.O. 13007 states that where appropriate Federal agencies shall maintain the confidentiality of sacred sites. Sites or areas which are, or coincide in location with, a cultural property, or which are, or coincide in location with, archeological resources as defined in ARPA and 43 CFR Part 7, shall be protected from disclosure to the public under a Freedom of Information Act request.

3. Notification Requirement and Content.

a. Notification Required. Upon receipt of an application for permit which, if approved, could result in harm to or destruction of identified sites or areas of Indian tribal religious or cultural concern, the Field Office Manager shall notify the Indian tribe(s) having the concerns. Notification shall be by mail, return receipt requested.

b. Notification Not Required. Notification shall normally not be required where:

(1) the proposed activity will not result in any surface disturbance or change in legal status;

(2) the proposed activity constitutes minor testing designed primarily to determine site characteristics and eligibility to the National Register of Historic Places;

(3) diligent attempts to identify Indian tribes with aboriginal or historic ties have failed to positively link groups to the affected area;

(4) existing agreements indicate that notification is not necessary under the circumstances of the proposed work;

(5) information has been withheld by the Indian tribe or group and the Field Office manager has informed the tribe or group in writing that the absence of information will preclude notification; or

(6) the Tribe has already been consulted about the proposed archeological work pursuant to Section 106 of the National Historic Preservation Act, the National Programmatic Agreement, and the state's BLM-SHPO Protocol, sufficient to satisfy the requirement of 43 CFR 7.7.

c. Content of Notification. Any notification shall include, as appropriate, the following information:

(1) location and nature of proposed work;

(2) a request to obtain information pertaining to areas or sites of concern to Native Americans in the area of the project's potential environmental effect;

(3) identification of anticipated harmful or destructive effects on specific sites or areas of religious or cultural importance that the Field Office Manager has determined might result from the proposed work;

(4) proposed treatment and analyses of human remains and funerary objects;

(5) statement that any request for consultation with the Field Office Manager must be received within 30 days from date of receipt of the notification.

(6) citation of ARPA Section 4(c)43 CFR 7.7(a) and NAGPRA Section 3(c) as the basis for notification.

4. Consultation.

a. Request by Indian Tribe. When in response to notification, an Indian tribe asks to consult with the Field Office Manager, the designated BLM contact shall schedule a meeting with the chief executive officer and/or designated tribal official(s) so that the consultation can be accomplished within 15 days of receipt of the request.

b. Scope of Consultation. Consultation topics shall be limited to the specific location(s) and nature of religious or cultural concerns of the Indian tribe(s), and should focus on the need for and the possible means for avoidance or mitigation of potential harm or destruction to the sites or areas of concern.

c. Presiding Officer. The Field Office Manager or an authorized representative shall function as the presiding officer during the consultation.

d. Tribal Representation. The concerned Indian tribe shall be represented by specified tribal officials. A written outline of topics, prepared by the presiding officer, shall serve as the basis for the meeting agenda.

e. Closed Meeting. Consultation shall not be considered or treated as a public meeting.

f. Confidentiality. Information provided by the Indian tribe shall be protected from public disclosure to the extent allowed by statute.

g. Documentation. The presiding officer shall insure that proper documentation is prepared and maintained as a record of the consultation. This documentation serves as the basis for recommendations and decisions.

h. Decision. Following consultation, the Field Office Manager's recommendation with regard to a permit, or decision with regard to analyses and treatment shall take into account the concerns expressed by the Indian tribe. The Field Office Manager may recommend, or decide (as appropriate), one of the following:

(1) recommend permit approval without additional avoidance or mitigation measures;

(2) recommend permit approval with avoidance or mitigation measures adopted as a result of the consultation;

(3) recommend changes in work proposed in a permit application, or

(4) recommend permit denial.

5. Informal Indian Input. The procedures outlined above emphasize formal contacts with Native Americans through their tribal officials, following direction provided in 43 CFR 7.7. However, Field Offices are

encouraged to develop and maintain communications with concerned individuals or traditional Indian leaders as well. Personal contacts should be initiated with any concerned Native American if that individual possesses knowledge of how a proposed undertaking may affect religious or cultural sites or traditional cultural practices. Such informal contacts may be carried out orally, through written correspondence, or even socially.

6. Confidentiality of Information. See New Mexico Manual Supplement 8160, BLM Manual 8160, and BLM Handbook H-8160-1.

7. Payment. It is the BLM's policy not to give compensation to members of the public, including Native Americans, for contributing information or comments as input into the BLM's administrative processes. The input that Native Americans choose to provide may benefit their particular interests relative to future BLM actions or decisions. As with other participants, Native Americans' contributions to the BLM administrative processes are a form of voluntary public participation. The aim of consultation is to identify issues and to define the range of acceptable management options. (See BLM H-8160-1 Appendix 1.)

I. Coordination with Other Agencies and Offices.

1. Interagency Coordination. For permit applications filed under the authority of ARPA that involve the jurisdictions of more than one Federal land manager, State Directors or appropriate Field Office Managers are required to coordinate the review and evaluation of applications and the issuance of permits (see 43 CFR 7.8(b)).

a. Exchange of Information. If needed, each State Director shall develop a written instrument, such as a memorandum of understanding, with counterpart office heads for other Federal agencies which have permit issuance responsibility on lands proximate or contiguous to lands under the State Director's administrative jurisdiction. The instrument shall provide that the Bureau will exchange with other Federal agencies information pertaining to permit applications which affect lands under more than one jurisdiction. Similar instruments may be developed with State agencies as appropriate.

b. Consistency of Requirements. State Directors should notify other agency officials when a permit application indicates that the other agency's lands are involved, that a permit for similar work on the other agency's lands is in force, or that a comparable application is pending with the other agency. When work would be essentially similar on the lands of more than one agency, proposed terms and conditions should be compared so that improved interagency consistency of requirements may be achieved.

c. Performance of Permittees. Information pertaining to permit reviews, warnings, suspensions and revocations should be provided to other agencies in cases where the permittee holds permits under the jurisdiction of more than one agency.

d. NAGPRA/ARPA Consultation. Because the BLM will be the agency issuing Testing and Excavation permits under the authority of ARPA, the BLM will still conduct Native American consultations for programs of data recovery

even when other agencies (such as the New Mexico State Highway and Transportation Department) have been delegated the lead agency role for Section 106 purposes.

2. Intra-Bureau Coordination.

a. Consistency of Criteria and Requirements. Where an applicant is applying to more than one State for a permit, or to more than one Lead Field Office, for the same or essentially similar work, the authorized officers or permit administrators shall coordinate the review of applications or requests and shall ensure consistency of decision making criteria and selection of terms and conditions.

b. Permit Issuance Lead. Two or more State Directors may agree that one will assume a lead role and issue a single permit with terms and conditions appropriate to each participating State.

J. Performance Monitoring.

1. Monitoring and Review. Field Office Managers shall be responsible for monitoring the permittee's performance, including adherence to terms and conditions, at various intervals throughout the life of a permit. Performance monitoring shall be conducted with enough frequency so that developing problems can be recognized and brought to the permittee's attention at a time when they may still be easily corrected. The BLM-SHPO Protocol commits each Field Office to monitor 10% of surveys undertaken by permittees. Carlsbad Field Office is required to monitor 5% of surveys by its permittees. In addition, post-construction monitoring of the direct and indirect effects of undertakings on nearby sites shall also be carried out according to the terms of the Protocol. For post-construction monitoring, Field Offices must inspect 10% of projects, except for Carlsbad which is assigned 5% of projects.

2. Documentation. Positive and negative findings from any performance monitoring or annual review shall be entered into the permanent case file. Such findings shall be taken into account when issuing, extending, or renewing a permit is being considered.

K. Modification, Renewal, or Extension of Permits.

1. Modification.

a. Initiated by Permittee. The permittee may request permit modification, in writing, at any time. The permittee must request a permit modification whenever a change in any essential condition of the permit is anticipated. Any change in an essential condition which is not accommodated by a modification shall make the permit invalid and shall be cause for suspension. Essential conditions include, but are not limited to: individuals named in the permit; type, scope, or location of work; location and facilities of permittee; curatorial facility; and any other term or condition made part of the permit.

b. Initiated by State Director. The State Director may modify a permit at any time, when essential management considerations have changed but do not require that the permit be suspended or revoked. The State Director shall provide written notice of permit modification to the permittee, in person or by mail (return receipt requested), setting out in full the reasons for the modification. Whenever possible, oral notice and discussion will precede written notice.

2. Renewal. A permittee holding a permit for Survey may request that it be renewed. The renewal request may be made up to 3 months prior to the expiration of the term of the permit or, provided the permit has not been used invalidly since it expired, within a reasonable period of time after expiration. The permittee shall submit a request for renewal on a modification form showing any changes in essential conditions since the original application. The permit may be renewed provided that it has not been suspended for cause and the permittee has no outstanding, significant performance problems.

3. Extension. For Testing and Excavation permits, a time extension may be requested in writing by the permittee at any time prior to expiration of the term of the permit. Extensions may be granted when a limited, defined amount of time is required to complete permitted work.

4. Decision and Documentation. Decisions on requests for modification or extension shall be based on a review process comparable to the review in Section E. of these procedures. Any modification or extension shall be documented in the case file.

L. Response to Unacceptable Permittee Performance

1. Introduction.

a. In 43 CFR 4.21(a), a discussion on the effect of an appeal of an adverse action to the Interior Board of Land Appeals, states that “Except as otherwise provided by law or other pertinent regulation: (1) A decision will not be effective during the time in which a person adversely affected may file a notice of appeal; when the public interest requires, however, the Director or an Appeals Board may provide that a decision, or any part of a decision, shall be in full force and effective immediately.”

b. Because the Bureau of Land Management (BLM) has never issued regulations within the Cultural Resources Management Program superseding the above, if the BLM suspends or revokes a permit while it is still in effect and if the permittee files an appeal, the permittee may be able to continue working under the existing permit until the Interior Board of Land Appeals issued a decision in the case. This could take up to several years.

c. Therefore, the New Mexico BLM normally will respond to unacceptable performance by issuing warning letters, issuing permits for a short period of time, and allowing permits to expire without renewing them. The New Mexico BLM will not normally consider suspension or revocation of permits. Suspension or revocation will not be employed except for management purposes in emergency situations where such actions are needed to protect other resource values, for safety, or similar considerations.

2. Handling Unacceptable Permittee Performance

a. Performance that Does Not Merit an Official Warning

(1) If deficiencies noted in field work or reports are minor, these should be corrected over the telephone with the permittee. Examples include mistakes in legal descriptions, land ownership status, captions on maps, or minor errors in site mapping or plotting.

(2) The report or fieldwork may contain a whole series of tedious inaccuracies. The errors may not be sufficient in and of themselves to cause the basic findings of the report to be questioned but they do indicate that the authors were careless in assembling the report and/or site records. If this is the case, the model form letter contained in Appendix 6 or something similar may be used as a quick checklist to document the errors. This will be sent to the permittee for action with an information copy to the sponsoring company. Because the Field Office Manager signs the checklist, it serves as an early alert to management that there are performance problems with this particular permittee. Copies of all letters describing minor deficiencies shall be included in the permittee's file.

b. Performance that Does Merit an Official Warning

(1) In general, official warning letters are issued when permittee performance is so seriously deficient as to cause the Bureau to question whether or not all historic properties were located in the area of potential effect or whether the located properties were recorded accurately enough to judge their National Register potential.

(2) Specific examples which merit warnings include, but are not limited to: missed site(s), seriously under-recording a site or inaccurately recording a site, actual on-the-ground survey coverage varying from what was reported in the report, inaccurate descriptions of project impact areas in relation to sites, use of unauthorized personnel to perform fieldwork, or providing falsified information in a permit application, modification, or site record.

(3) Falsification. If an individual falsifies information pertaining to his or her qualification on a permit application or modification, the BLM will suspend further consideration of that individual as stated in Part I.E.1.c above. A warning letter will be sent to the company requesting the services of this individual notifying them of this action. If reports or site records are deliberately falsified, a warning letter to the company shall be sent informing them that such performance could lead to the termination of the permit.

3. Warning Letters

a. Warning letters are issued by the Field Office Manager directly to the permittee with a copy to the sponsoring company.

b. Warning letters must contain four critical elements. First, they must clearly identify the performance problem by pointing out how the permittee's work fails to meet BLM standards. Reference to the appropriate

New Mexico Cultural Resource Information System, BLM statewide, or applicable BLM Field Office standards should be made. The letter should also clearly state the fact that adherence to those standards has been made a condition of the permit. Second, clear direction must be given regarding what actions are needed to rectify the situation. This may entail re-recording sites, re-writing sections of a report, re-inventorying portions of the project area, or other remedial actions. Third, make certain that the warning letter states that "this constitutes the first (second, third, etc.) official warning letter that you have received and failure to correct the identified deficiencies could jeopardize renewal of your permit upon its expiration." Fourth, each warning letter should request that responsible officials from the permitted firm either meet with the BLM or discuss the matter with the BLM in a conference call so that the nature of the deficiencies and required remedial actions are clearly understood. The Field Office Manager and the BLM State Archeologist or Associate State Archeologist shall attend such meetings or participate in such conference calls. A follow-up letter to the permittee should carefully document what was discussed and the actions the parties agreed to follow to correct the performance problems.

c. It is expected that the permittee will take immediate steps to correct the deficiencies noted in the warning letter. However, the fact that corrective actions have been taken does not expunge from the record the warning letter(s) which had to be issued to resolve serious performance problems. The fact that warning letter(s) have been issued in the past is always a factor when weighing whether or not to renew the permit.

d. There is no set formula to determine how many warning letters must be issued before a decision must be taken not to renew a permit. However, three or four warning letters documenting serious performance problems will generally be considered the maximum that should be issued before action not to renew is taken.

e. The consideration of whether or not to renew a permit will be based upon such factors as:

(1) Has the permittee changed performance as a result of the warning letters?

(2) Has a pattern of under-recorded sites or missed sites developed?

(3) Does the Field Office still have confidence that the permittee can adequately locate and record historic properties within areas of potential effect?

(4) Is the necessity of field checking and rerecording sites covered by the permittee's work creating such a burden on the BLM Field Office that other aspects of the Cultural Resources Management Program are suffering?

4. Required Documentation

a. When initial problems surface that involve sites being inaccurately recorded or even missed, the Field Office may issue a warning letter noting the errors and requiring additional fieldwork to correct the problem.

b. Beginning with the second missed site or grossly inaccurately recorded site, BLM Field Office archeologists should record the site in the field, make an accurate map of the site, piece-plotting artifacts if possible, and photograph the site using pin flags. This documentation will prove critical should the BLM decide not to renew the permit. During the appeals process, the BLM will rely heavily upon this documentation to contrast what the permittee claimed was present with what the BLM recorded in the area.

c. Because permittees frequently feel that the BLM Field Office Archeologist is biased against the firm or individuals on the firm's permit, it is often advisable to involve a BLM archeologist from another Field Office in the review and documentation of problem permittee work. If this is possible, it should be attempted since this will provide an alternate point of view and can counteract charges of bias.

d. When faced with permittee performance problems, Field Offices will maintain a case file that contains both the original reports and site records judged to be deficient, as well as the more accurate site records, maps, and photographs taken by BLM archeologists.

e. A central permit file, maintained by the Division of Resource Planning, Use and Protection or its designate, will contain all permit applications, vitae, permits, permit modifications, and official correspondence.

f. Prior to making a decision regarding whether or not to renew a permit, the Field Office case file and official State Office permit file will be combined so that a complete record is available from which to base a decision.

5. Effects of a Decision Not to Renew a Permit

a. The decision not to renew a permit means that the firm named on the permit will no longer be allowed to perform cultural resource work in the area of New Mexico BLM State Office responsibility.

b. Persons named in a supervisory capacity (PI/PD or FS/CC) will no longer be able to work in that capacity. It may be possible to add them to another firm's permit as a crew member if they will be adequately supervised by an individual in good standing. If other cultural resource firms propose to hire some of these individuals, the firms should be advised that the individuals will not be approved to work in a supervisory capacity. Given the past problems with the firm whose permit was not renewed, there is no guarantee that they will be approved to work on other firms' permits.

c. Through electronic mail, the NM Division of Resource Planning, Use and Protection will advise other BLM State Offices of our decision not to renew a firm's permit.

6. Term of Permit Issuance

a. Normally, inventory permits will be issued for a period of one(1) year. This is felt to be a reasonable period of time should a decision have to be made not to renew a permit while not unduly burdening the BLM office processing the permit paperwork.

b. If the BLM ever writes regulations allowing adverse decisions (such as suspending or revoking permits) to remain in full force and effect during the course of an appeal, the New Mexico BLM will lengthen the permit term to two(2) or three(3) years.

c. As an alternative to not renewing a permit, inventory permits may be issued for less than one(1) year on a probationary basis. This course of action will be taken when the documentation of performance problems and BLM warnings may not be strong enough to withstand an appeal or court challenge. Another alternative might be to restrict the problem firm to working only in areas with low site density, until the Field Office regains confidence in their field inventory and site recording techniques. Such proposed restrictions on the firm’s work must first be discussed with the State Archeologist or Associate State Archeologist.

d. Issuance of a permit for less than a year requires a commitment by the affected Field Offices to monitor the performance of the permittee closely during the brief time the permit is in effect and to document performance problems accurately through BLM site recording, mapping, photography, and written reports of observations.

M. Disputes and Appeals.

1. Disputes. Any applicant, permittee, or revokee ("the disputant") may question the decision of the authorized officer (State Director or Field Office Manager, as applicable) with respect to denial of an application; the inclusion of specific terms and conditions in a permit; the modification, suspension, or revocation of a permit; or non-renewal of a permit.

a. Request for Review. The disputant may file a written request to the authorized officer for review of the authorized officer's decision, setting out reasons for believing that the decision should be reconsidered. The authorized officer may modify the original decision in light of information presented, or may sustain the original decision; in either case, the disputant shall be provided with a written explanation.

b. Request for Conference. Either the disputant or the authorized officer may request a conference to discuss the original decision and its basis. The authorized officer may modify the original decision in light of information presented, or may sustain the original decision, in either case providing the disputant with written explanation.

c. Request for Higher Level Review. The disputant, if unsatisfied with the outcome of a review or conference addressing the authorized officer's decision, may request that the decision be reviewed at the next higher organizational level. Decisions of a Field Office Manager may be reviewed by the State Director, and those of a State Director may be reviewed by the Director. The Director may further request that the Departmental Consulting Archeologist participate in the Director's review. The authorized officer's decision shall stand during the course of any higher level review.

d. Record of Review. Record of any reexamination of an authorized officer's decision shall be included in the permanent case file.

2. Appeals.

a. Initiated by Disputant. If a disputant remains unsatisfied after exhausting the dispute opportunities listed in paragraphs la-c. of this section, a formal appeal may be filed with the Interior Board of land Appeals by following the procedures in 43 CPR Part 4, Subpart E. The authorized officer's decision shall stand during the appeal period.

b. Initiated by other Affected Person. Any other affected person wishing to appeal a decision connected with a permit may file a formal appeal with the Interior Board of Land Appeals by following the procedures in 43 CFR Part 4, Subpart E. The authorized officer's decision shall stand during the appeal period.

N. Multiple Permittees Working On a Single Project.

1. Responsibilities. The permittee should be aware that working under the general guidance, direction or supervision of another cultural resource contracting firm, an environmental consultant firm, or a land user does not release the permittee from the responsibilities contained in the stipulations of the permit even when one of the above-named parties is in the possession of a separate, valid permit. While the field supervisor/crew chief actually performing the fieldwork on the ground is responsible for the quality and accuracy of the results, the principle investigator/project director or the individual names as responsible for carrying out the terms and conditions of the permit is ultimately accountable for the overall project. An individual working for another firm who also possesses his or her own permit and who performs unsatisfactory work jeopardizes both the permit of the employing firm as well as his or her own permit.

2. Report Preparation. The permittee who performs the fieldwork must also play a primary role in the final preparation of records, completion of analysis, report preparation and development of recommendations. While other agents may be involved in the printing and production of a final report, the information and conclusions presented in a final report under the byline of a permittee shall accurately reflect the analysis and conclusions of this permittee. If a permittee becomes aware of alterations made to preliminary material submitted for inclusion in a final report, he shall notify the authorized officer at once.

3. Disagreements. In the event of disagreements between the permittee and other personnel engaged in final report production, these disagreements may be documented in the final report with appropriate explanation. This strategy, is preferable to the unauthorized alterations or misrepresentation of preliminary reports submitted by the permittee.

O. Permit Stipulations.

1. Standard stipulations for all permits issued in the area of New Mexico State BLM responsibilities are presented below organized by type of permit.

2. Some of the stipulations listed below will be attached to individual permits as applicable. They are arranged according to the type of permits to which they pertain. Field Office-specific stipulations are also listed below.

3. In addition to the standard stipulations listed below, special project-specific or Field Office-specific stipulations may be attached to permits as conditions warrant.

a. Applicable to All Permits

1. Permittee shall deposit all artifacts, samples and collections, as applicable, and copies of all records, data, photographs and other uments, resulting from work-conducted under this permit, with the curatorial facility named in the permit not later than 90 days after the date the final report is submitted to the State Director. Not later than 180 days after the final report is submitted, permittee shall provide the State Director with a catalog and evaluation of all materials deposited with the curatorial facility, including the facility's accession and/or catalog numbers.

2. Fieldwork conducted under authority of this permit shall be carried out in such a way as not to impede other legitimate uses of the public lands, except when special provisions have been made by the authorized officer.

3. Vehicular activity shall be restricted to existing roads and trails unless otherwise provided by the authorized officer. At the cessation of fieldwork each season and at the termination of the project, new travel routes must be rehabilitated or physically closed in order to prevent additional causal use by the public.

4. Temporary stakes and/or flagging installed by the permittee shall be removed upon completion of fieldwork.

5. Disturbance shall be kept to the minimum area consistent with the nature and purpose of the fieldwork.

6. Permittee shall take precautions to protect livestock, wildlife, the public or other users of the public lands from accidental injury in any excavation unit.

7. Living trees shall not be cut or otherwise damaged, unless authorized by the authorized officer.

8. Precaution shall be taken at all times to prevent wildfire. Permittee shall be held responsible for suppression costs for any fires on public lands caused through negligence of the permittee. No burning of debris shall be allowed without specific authorization from the authorized officer.

9. Resource management facilities within the permit area, such as fences, reservoirs, and other improvements, shall not be disturbed without prior approval by the authorized officer. Where disturbance is necessary, permittee shall return the facility to its original condition, as determined by the authorized officer.

10. Permittee shall clean all camp and work areas before leaving the permit area. Permittee shall take precautions to prevent littering or pollution on public lands, waterways and adjoining properties. Refuse shall be carried out and deposited in approved disposal areas.

11. Campsites shall be at least 300 yards from water.

12. Permittee shall observe all Federal, State or local laws and regulations applicable to the public lands and resources.

13. This permit is subject to all applicable provisions of pertinent regulations (43 CFR 2920; 43 CFR 7), which are made a part hereof.

14. Permittee shall comply with the guidelines specified in New Mexico Handbook “H-8100-1 Procedures for Performing Cultural Resource

    Fieldwork on Public Lands in the Area of New Mexico State BLM Responsibilities” or substitute guidelines for certain areas.

15. Permittee shall record individual cultural properties, completeinventory reports, and produce data recovery reports in accordance with the NMCRIS User’s Guide for Site Records, New Mexico Bureau of Land Management or Field Office Standards for Completing Cultural Resource Inventory Reports; and New Mexico Bureau of Land Management Reporting Standards for Data Recovery Projects.

16. A prefield check with the Field Office and the ARMS files in Santa Fe shall be conducted prior to initiation of fieldwork.

17. For excavation permits, the permittee will notify the appropriate grazing permittee/lessee prior to undertaking fieldwork.

18. The Permittee will make some provisions prior to any fieldwork to insure expertise in local material culture for accurate identification of archeological materials, including ceramic identification, in the Field Office area. This may be acquired either through hiring personnel with local expertise, through an adequately planned and carried out prefield research period, or other reasonable means proposed prior to initiation fieldwork. The permittee must notify the Field Office archeologist of the proposed approach for obtaining local expertise which will be subject to approval by the Field Office archeologist.

19. Permittee shall not conduct any flint knapping or lithic replication experiments at any archeological site, aboriginal quarry source, or nonsite location which might be mistaken for an archeological site as a result of such experiments.

20. This permit is issued for the period specified. It is subject to suspension or revocation, for management purposes or for cause, at the discretion of the State Director, upon written notice.

21. Permittee shall immediately request the State Director to make a modification to accommodate any change in an essential condition of the permit and shall notify the State Director of any other changes, affecting the permit or regarding information submitted as part of the application for the permit, without delay. Failure to do so may result in permit suspension or revocation.

22. Permittee may request review in writing to the official concerned, of any disputed decision regarding denial of a fieldwork authorization request, inclusion of specific terms and conditions, or modification, suspension, or revocation of a permit, setting out reasons for believing that the decision should be reconsidered.

23. Unless an extension is granted by the Field Office, permittees shall submit two copies of a final report to the authorized officer not later than 180 days after completion of fieldwork. Where a fieldwork episode involved only minor work and/or minor findings, a final report may be submitted in place of a preliminary report. Permittees must check with the Field Office before initiating fieldwork to verify whether a preliminary report will be required.

24. Permittee shall submit two copies of all published journal articles and other published or unpublished reports, papers and manuscripts resulting from the permitted work, to the State Director, the authorized officer and the State Historic Preservation Officer.

25. Any correspondence about this permit or work conducted under its authority must cite the BLM permit number. Any publication of results of work conducted under the authority of this permit must cite both the Bureau of Land Management and the BLM permit number.

26. This permit may not be assigned.

27. Permittee's initiation of work or other activities under the authority of this permit signifies the permittee's acceptance of the terms and conditions of the permit.

28. Permittee shall not be released from all requirements and stipulations of the permit until all outstanding obligations have been satisfied, whether or not the term of the permit has expired. If the sponsor cancels a contract with the permittee after the fieldwork has been completed, the permittee is still obligated to provide the BLM Field Office with a report, completed site records, and analyses as appropriate.

29. Any protests or appeals concerning this permit shall be made in accordance with the Disputes and Appeals section of Chapter 4 of H-8100-1 - Procedures for Performing Cultural Resource Fieldwork on Public Land in the Area of New Mexico State BLM Responsibilities.

b. Applicable to Survey Permits

1. The permittee shall check with each Field Office prior to beginning fieldwork concerning definitions of sites and isolates and procedures to be used in their recording. Permittee should be aware that in

certain cases these procedures are the subject of an existing agreement with the SHPO and failure to comply with them may lead to a rejection of fieldwork reports.

2. The permittee will submit isolated occurrence forms (if required by the Field Office) that are agreeable to ARMS, and report and site forms designed by the New Mexico Laboratory of Anthropology, the Oklahoma State Archeological Survey, or equivalent agencies for Kansas and Texas so that information can be expediently entered into state computer systems. The permittee is required to obtain up-to-date coding information and data forms from NMCRIS or the equivalent agencies in Kansas, Oklahoma, and Texas.

3. Two copies of cultural resource inventory reports and three copies of completed Laboratory of Anthropology Site Survey Forms will be submitted to the Field Office in which the fieldwork took place, unless otherwise stated in specific Field Office stipulations. The BLM upon approval of the report will be responsible for forwarding a copy of all reports and forms to the SHPO and to the Laboratory of Anthropology. Locational maps must be provided on a USGS 7.5' base map. All sites including nonstructural sites, must include a schematic or sketch map indicating topographic features, proximity to proposed action, and other relevant features.

c. Applicable to Testing and Excavation Permits

1. If any evidence of human skeletal remains is encountered during the course of testing or excavation, permittee shall cease work in that location and shall immediately notify the authorized officer. Such work shall not resume until the authorized officer has given permission.

2. As soon as possible after recording the results of all subsurface unit excavations, the excavation units should be backfilled and restored as closely as reasonable to the original contour.

3. If backfilling is necessary, the Field Office archeologist shall be contacted prior to end of the field season for approval of the method proposed to accomplish this.

4. The site will be revegetated upon completion of each field season. Prior to revegetating, the applicant will contact the Field Office Manager for approval of reseeding methods.

5. Permittee may request permit extension, in writing, at any time prior to expiration of the term of the permit, specifying a limited, definite amount of time required to complete permitted work.

6. During the course of activities conducted under this permit, the BLM State Director, authorized officer, or their representatives shall have full access to the work area specified in the permit. At any time during or after completion of fieldwork, the above individuals shall have the right to inspect the work area and any recovered materials and records.

7. The issuance of a testing or excavation permit (8152) is predicated upon the submission by the applicant, and acceptance by the BLM, of a Research Design/Mitigation Plan document during the permit application review process. The Research Design/Mitigation Plan, Status Report, and Data Recovery Report shall meet the requirements of the most current version of "New Mexico Bureau of Land Management Reporting Standards for Data Recovery Projects." Commitments made in the Research Design/Mitigation Plan shall be fulfilled in the final Data Recovery Report.

8. The Status Report, if applicable, and Data Recovery Report shall conform to the requirements of the most current version of "New Mexico Bureau of Land Management Reporting Standards for Data Recovery Projects."

9. Updated site record forms shall be submitted for each historic property on which data recovery was conducted.

10. Permittee shall submit an artifact catalogue to the BLM Field Office within six (6) months after completion of fieldwork. Permittee shall transfer all artifacts, samples, and collections, as applicable, and copies of all records, data, photographs, and any other documents resulting from work conducted under this permit with the curatorial facility named in the permit within one (1) year after completion of fieldwork. The permittee shall submit an updated artifact catalogue, that includes the curatorial facility's accession number(s), to the BLM Field Office within 15 months after completion of fieldwork.

11. Permittee shall contact the affected Field Office Cultural Resources Staff prior to beginning any field work involving ARPA Data Collecting (Limited Testing or Excavation) projects under 8152 permits.

d. Applicable to Excavation Permits(Monitoring)

1. The project must be monitored during ground moving operations by a qualified professional Archeologist. If items or features are exposed, all construction in the area of the find must stop until proper measures can be taken to record, collect, or safeguard the feature(s) and or item(s).

2. The BLM archeologist may visit the site during construction. If available during construction, this archeologist may assume primary responsibility for the monitoring. If other duties prevent a commitment to on-site monitoring, the company will be required to hire a qualified archeologist to monitor the earth moving phase of construction.

e. Applicable to the Dinetah and NW NM Permit Areas

1. Fieldwork and reporting requirements within the Dinetah and NW NM permit areas will be governed by the latest version of the requirements of the Farmington Field Office "Cultural Resources Fieldwork and Report Standards and Guidelines" and its amendments.

f. Applicable to SW NM

1. A prefield investigation shall be conducted at the Las Cruces Field Office and with ARMS prior to initiation of fieldwork. It is best to call and make an appointment prior to coming to the BLM office for a prefield check to ensure an archaeologist or designated BLM employee will be available. Simple records checks may be conducted over the phone, at the discretion of the BLM archaeologist. Locational information on previously recorded sites outside project boundaries shall not be provided to the customer or to the public.

2. Public land within the following counties is managed by the Las Cruces Field Office: Doûa Ana, Luna, Grant, Hidalgo, Otero, and Sierra.

3. Reports, site forms, and NMCRIS Project/Activity records prepared for each project on land managed by the Las Cruces Field Office shall be submitted as follows:

   a) Submit one copy of the report bound with one set of site forms.
   b) Submit one copy of the report bound without site forms.
   c) Submit two separate sets of site forms (not bound with the reports).
   d) Submit one NMCRIS Project/Activity record.

   NOTE: The New Mexico Cultural Resource Information System (NMCRIS): Guidelines for Submitting Archeological Records (July 1993, or most recent version) must be followed for the preparation of site forms and Project/Activity records, regardless of the size of the project. Electronic versions of the site form can be abbreviated when sections are not applicable.

The Field Office shall forward a copy of the report, site form(s), and Project/Activity record to the State Historic Preservation Office, which in turn shall forward the report, site form(s), and Project/Activity record to ARMS.

4. Locational maps shall be provided on clear photocopies of USGS 7.5-minute quads, and shall not be reduced or enlarged. Township and range shall be indicated on the map. In addition, the map shall include the following information: type of map (e.g. “Location Map for Site LA 15086); labeled site location; name of Field Office; scale and north arrow (indicate if true or magnetic); name and date of base map; and key or legend if any symbols are used. The locational map must depict land status if multiple, undertaking boundary, and site location(s) with Laboratory of Anthropology number(s). Locational information shall not be provided to the public. Complex land ownership patterns should be depicted on a separate map.

All site forms shall include a schematic or sketch map prepared in accordance with the NMCRIS User's Guide for the LA Site Record. Site sketch maps must depict the relationship of the proposed action to the site. If the site exists on more than one land status, this shall be depicted. All maps shall be originals or clear photocopies.

5. Isolated Manifestations (IM's) shall be described in detail. In general, an isolated find will have no more than 10 artifacts and/or a single undatable feature. All IM's shall be accurately plotted on the 7.5-minute locational map and illustrated when appropriate (all diagnostics, etc.). Recording of IM's must exhaust their information potential.

6. Photographs are an important and required part of site recordation. One set of original photos with photo log, and the negatives, shall be submitted to the Las Cruces Field Office for each project no later than 30 days after report submittal. Photos shall be submitted in archivally stable plastic 8½ x 11 inch archival storage pages. The back of each photo shall be labeled (using an archivally stable ink) with applicable information (description, direction of photo, LA number, feature number, etc.). Negatives shall be submitted in archivally stable plastic 8½ x 11 inch archival storage pages. Refer to the Procedures Manual for Submission of Archaeological Artifact and Records Collections (Museum of New Mexico, October 1, 1996, or most recent version) for general guidelines on the handling of photographs and negatives.

7. Final reports shall be submitted to the Las Cruces Field Office within 30 days of completion of fieldwork, except by special arrangement made with the Field Office Archaeologist prior to the initiation of fieldwork.

8. All collections must be documented in the project report. When preparing collections for curation, follow the directions in the Procedures Manual for Submission of Archaeological Artifact and Records Collections (Museum of New Mexico, October 1, 1996, or most recent version). Permittees shall deposit all artifacts, samples, and collections, as applicable, and copies of all records, data, photographs, and any other documents with the curatorial facility within 60 days after submission of the final report to the Las Cruces Field Office. Within 120 days after submission of the final report to the Field Office, a list of all materials deposited with the curatorial facility, including the facility's catalog number(s), shall be submitted.

g. Applicable to SE NM

1. Fieldwork and reporting requirements will be governed the latest version of the SE New Mexico Report Standards and Guidelines. Standards to be followed are found in the 1996 Roswell District Cultural Fieldwork and Report Standards and Guidelines or the latest updated version of this document.

h. Applicable to the Plains, SW TX, and Gulf TX Permit Areas

1. Site survey forms and isolated find forms shall be the form specified by the SHPOs of Kansas, Oklahoma, or Texas, depending upon the location of the site or project inside that state.

2. A site file search or prefield investigation shall be conducted prior to the initiation of field work utilizing records of **each state where site or project occurs:**

KANSAS: Kansas State Historical Society
Historic Preservation Office
6425 S.W. 6th Street
Phone:(913) 272-8681 ext.#233 Fax 272-8682
Richard Pankratz, Dir. Ext.# 217
Barry Williams Ext.# 214

OKLAHOMA: Oklahoma Archeological Survey
Oklahoma State Archeologist
111 East Chesapeake, Bldg. 134
University of Oklahoma
Norman, OK 73019-0575 Phone (405) 325-7211

*AND: Oklahoma Historical Society
State Historic Preservation Office
2704 Villa Prom / Shepherd Mall
Oklahoma City, OK 73107
Phone (405) 521-6381 Marshall Gettys
or (405) 521-6249 Melvina Heisch
Fax (405) 947-2918

TEXAS: Texas Archeological Research Laboratory
University of Texas at Austin
J.J. Pickle Research Campus, Bldg.5
Austin, TX 78712-1100
Phone (512) 471-5960 Fax (512) 471-5973

*AND: Texas Historical Commission
Archeology Dept. Attn: Debra Beene
P.O. Box 12276 FAX (512)475-4872
Austin, TX 78711-2276--Phone (512) 463-6096
Debra Beene direct line (512) 463-5865

3. Note that in the states of Texas and Oklahoma, two separate state agencies must be contacted to conduct the site file search.

4. Any references to New Mexico in the general stipulations will not apply. Appropriate forms and procedures appropriate to Kansas, Oklahoma, and Texas will be followed instead.

5. A minimum of 4 copies of all cultural resource inventory reports and 4 copies of the appropriate state's Site Survey forms will be submitted to the Moore Field Station of the Tulsa Field Office.

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

Glossary of Terms

-A-

aboriginal Americans: the original (indigenous) inhabitants of the United States and their descendants (Indians and Eskimos).

administrative protective measure: any nonphysical means (such as withdrawal, closure, etc.) employed to limit conflicting use of or access to an area containing a cultural property.

adverse effect: the effect of any action or undertaking which may damage or result in the deterioration of a cultural resource site, District, object, building, structure or its setting and/or environment (see 36 CFR 800.9b).

Advisory Council on Historic Preservation (ACHP): the Advisory Council was established by the National Historic Preservation Act of 1966 and is responsible directly to the President. This council is advisory only and does not have decision making authority over Bureau undertakings. The National Historic Preservation Act of 1960 requires that the ACHP be provided an opportunity to comment on Federal undertakings which may affect National Register or eligible properties.

American Indians: the indigenous (aboriginal) peoples of the United States, excepting those indigenous Peoples referred to as Eskimos.

antiquities: those prehistoric and historic artifacts, objects, structures, buildings, ruins, sites, and monuments of socio-cultural or scientific values which meet the general criterion of being more than 50 years old.

archeological resources: all prehistoric and historic physical evidence of past human activity, other than historical documents, which can be used to reconstruct lifeways and culture history of past peoples. These include sites, artifacts, environmental data, and all other relevant information and the contexts in which they occur.

archeology: the scientific discipline responsible for recovering, analyzing, interpreting, and explaining the unwritten portion of man's historic and prehistoric past.

architectural values: structures and buildings that contribute to the history of architecture, architectural history of an area or region, or that are representative of the architectural heritage of the Nation, State, or locality.

area of potential effect: generally, the area directly or indirectly affected by an undertaking, including both primary and ancillary facilities.

artifact: any object made, modified or used by man, usually movable.

authorized officer: any employee of the Bureau of Land Management who has been delegated the authority to perform the duties described in the various cultural resource management manual supplements.

avoidance: means that a potential adverse effect is prevented from occurring by the partial or complete redesign or relocation of a proposed undertaking.

-B-

building: a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to an historically related complex such as a courthouse and jail or a house and barn.

-C-

classes of inventory: (See Classes of Inventory, Chapter 1)

clearance: a statement by the District Manager or other appropriate official, based upon an inventory, that a given tract of land contains no cultural resource values or, if cultural resources are present, that compliance actions will be undertaken to avoid or mitigate adverse impacts on them.

compliance: adherence to cultural resource laws, regulations, executive orders and other mandates designed to protect cultural resources. Such actions would include Section 106 compliance as required by the National Historic Preservation Act of 1966 as amended, E.O. 11593, 36 CFR 800, the Archeological Resources Protection Act of 1979, and the Bureau's own manuals, among others.

conservation: the managed and controlled use of cultural resources to conserve and protect their values for future generations.

cultural property: any definite location of past human activity, occupation, or use, identifiable through field inventory (survey), historical documentation, or oral evidence; such term may include archeological, historic, or architectural sites, structures, or places or sites or places of traditional cultural or religious important to specified social and/or cultural groups, whether or not represented by physical remains. Cultural properties are managed through the system of inventory, evaluation, protection, and utilization described in laws, regulations, and Bureau Manuals.

cultural resources: those fragile and nonrenewable remains of human activity, occupation or endeavor, including Districts, sites, structures, buildings, objects, historical documents, artifacts, ruins, works of art, architecture, natural features, folkways, customs, legends and oral history that were of importance in human events. These cultural resources may consist of (1) physical remains, (2) areas where significant human events occurred--even though evidence of the event no longer remains (3) the environment immediately surrounding the actual resource, and (4) oral history or ethnographic accounts of lifeways and customs.

cultural resource data: Cultural resource information embodied in material remains and manifested in studies, notes, records, diaries, analyses and published and unpublished manuscripts.

cultural resource inventory classes:

class I - existing data inventory: an inventory study of a defined area designed (1) to provide a narrative overview (cultural resource overview) derived from existing cultural resource information, and (2) to provide a compilation Of existing cultural resource site record data on which to base the development of the BLM's site record system.

class II - sampling field inventory: a sample-oriented field inventory designed to locate and record, from surface and exposed profile indications, all cultural resource sites within a portion of a defined area in a manner which will allow an objective estimate of the nature and distribution of cultural resources in the entire defined area.

The Class II inventory is a tool to be utilized in management and planning activities as an accurate predictor of cultural resources in the area of consideration, The primary area of consideration for the implementation of a Class II inventory is a planning unit.

class III - intensive field inventory: an intensive field inventory designed to locate and record from surface and exposed profile indications, all cultural resource sites within a specified area.

Upon completion of such inventories in an area, no further cultural resource inventory work normally is needed. A Class III inventory is nearly always required to meet the Bureau`s Section 106 obligations.

cultural resource management: the development and implementation of programs designed to inventory, evaluate, protect, preserve and make beneficial use of cultural resources (including evidence of prehistoric, historic and recent remains) and the natural resources that figured significantly in cultural systems. The objective of such programs is the conservation, preservation and protection of cultural values through management and the scientific study of these resources, as well as the interpretation of them for the educational benefit of the public.

cultural resource material: actual cultural resource objects and remains contained in or removed from a cultural resource property, including but not limited to, artifacts, by-products of human activity such as flakes of stone, fragments of bone and organic waste of various kinds, architectural elements, soil-samples, pollen samples, carbon samples, human skeletal Material and works of art.

cultural resource overview: a professionally researched and written narrative of the prehistoric and historic human use and occupation of an area from the earliest times to the present, usually prepared on a Districtwide basis. Activities and events discussed in the narrative are related as closely as possible to the known or suspected cultural resources present in the District. The narrative provides a yardstick against which resource significance can be measured, a guide to assist in assessing cultural resource property interpretation, and a chronological and topical description and interpretation of the prehistory and history of the District or area. The cultural resource overview provides a framework to assist in assessing the significance and interpretation of properties and Districts; provides a context in which to determine the relationship and differences between the various cultural resources within the defined areas; and serves as one of the major sources of background data for cultural resource sections of EA/EIS's and other BLM project documents.

cultural resource professional: an individual who, by training and experience, is competent to assess and evaluate cultural resources; usually a recognized Archeologist, Historian, Historical Architect or Anthropologist. Such an individual must be employed or approved by the Bureau of land Management.

cultural resource property: any cultural, archeological, historical, and architectural site, building, structure, District or object.

cultural resource use permit: a land-use authorization issued to a qualified applicant for the purpose of carrying out various identification, evaluation, and/or data recovery operations on cultural properties, located on lands the surface of which is under BLM administrative control or jurisdiction. Such permits are nonexclusive, noncompetitive, minimum-impact permits and are not subject to Notice of Realty Action, filing fees, or cost reimbursement.

cultural resource (value): includes any cultural property records and physical remains, as well as any traditional lifeway value. A cultural resource's value is generally defined by either the reasons by which it was found eligible for nomination to the National Register of Historic Places and its projected use under the Bureau's use categories.

culture: man's use of and adaptation to the environment as seen through his behavior, activities and the methods employed to transmit customs, knowledge and ideas to succeeding generations. Culture can be broken down into four major subsystems--economic, social, political, and ideological.

curation: the long-term storing and maintenance of catalogued materials and data collected from cultural properties in a specifically designed and approved repository.

curatorial capability: the capability of an institution or organization to to store and maintain cultural resource collections. This calls for, among other things, sufficient staff and facilities to prepare, record, preserve and safely store physical remains and to produce necessary associated documentation of recovered/acquired cultural data and material.

curatorial facility: (See repository.)

-D-

data recovery: with regard to cultural properties, the professional application of scientific techniques of controlled observation, contextual measurement, controlled collection, excavation and/or removal of physical remains, including the analysis, interpretation, explanation, reporting and curatorial safeguarding of recovered remains and associated records in an appropriate public institution; with regard to traditional lifeway values, the collection of historical and/or anthropological data, such as oral histories, genealogies, folklore and related data.

determination of effect: the initial determination made by the BLM, in consultation with the SHPO, as to whether or not a proposed action will have an effect on cultural resource values. If an effect is identified it must be either Adverse Effect (i.e., will result in damage or the deterioration of the National Register qualities of the site) or No Adverse Effect (i.e., will not result in the deterioration of the National Register qualities of the site). Criteria of effect are defined within criteria in the regulations of the Advisory Council, 36 CFR 800).

determination of eligibility: initial determination by the Bureau in Consultation with SHPO as to whether or not a property meets the criteria for inclusion in the National Register of Historic Places (36 CFR 60). Final determinations are made by the Secretary of the Interior through the Keeper of the Register (see 36 CFR 63).

district: a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects which are united by past events or aesthetically by plan or physical development. A district may also be comprised of individual elements which are separated geographically but are linked by association or history, such as the mileage markers on the Boston Post Road and the discontinuous remaining visible trail ruts of the Oregon Trail.

-E-

effect: any change in the characteristics which contribute to the use or uses determined appropriate for a cultural resource, or to the qualities which qualify a cultural property for the National Register. Determination of effect is guided by criteria in 36 CFR Part 800.9.

- direct effects result from planned, physical disturbance occurring within the designed boundaries of a proposed project. The area of direct effect includes those areas disturbed by the specific proposal plus any additional area that will be required to complete subsequent rehabilitation operations.

- indirect effects are those unquantifiable or intangible effects (e.g., vandalism or nonphysical intrusions such as damaging vibrations) on the integrity of a cultural resource, or inadvertent effects which are incidental to the operations carried out in the area of direct effect (e.g., operation of equipment outside authorized lease areas.)

emergency protection: immediate measures, taken outside of the planning process, to prevent further or irrevocable deterioration of cultural resource properties. An emergency exists only if time does not allow for proper planning and/or budgeting.

emergency stabilization: immediate stabilization measures taken outside the planning process. These measures are usually performed on structures, buildings, or sites in order to provide interim stabilization to cultural resource properties in imminent danger.

ethnography: the branch of anthropology that describes and analyzes extant cultural systems, such as those of the American Indian, hunter-gatherer groups, or ethnic subgroups.

ethnohistory: ethnographic information that can be obtained from historical documents, i.e., diaries of early explorers, early newspaper accounts.

ethnology: the branch of anthropology that deals with the comparative cultures of various peoples, including their distributions, characteristics, folkways, religions and organizations.

evaluation: the process by which a cultural resource professional determines the scientific, social, historical, or ethnic significance of a cultural resource. Evaluations also consider the probable direct and indirect effects proposed undertakings will have on the scientific, social, historical or ethnic significance of a cultural resource.

excavation: the scientifically controlled recovery of subsurface materials and information from a cultural resource site. Recovery techniques are justified by research designs and are designed to produce maximum knowledge about the utilization of the site, its relation to other sites and the natural environment, and its significance in the maintenance of the cultural system.

-F-

feature: any nonportable remains of a cultural property that reflect distinct behavioral actions at that location which differentiate the remains from behavior exhibited in the rest of the property. Examples include bedrock mortars, hearths, middens, burials, etc.

-G-

ground-truthing: field inspection of a reported cultural resource property to confirm its recorded location, description, and/or condition.

-H-

historic archeology: investigation of historic sites through archeological techniques; study of the material culture of people living during recorded history in order to understand cultural history and human behavior.

historic preservation: a general term covering the protection rehabilitation, restoration and reconstruction of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, or culture.

historic resources: all evidences of human activity that date from historic (i.e., recorded history) periods. These resources include documentary data (i.e., written records, archival material, photographs, maps.) sites, artifacts, environmental data, and all other relevant information. Also included are locations where documented historical events took place, even though no physical evidence of the events remain other than the setting. Historic resources are cultural resources and may be considered archeological resources when archeological work is involved in their identification and interpretation.

-I-

inventory: a process of descriptive listing and documentation of cultural resources within a defined geographic area based on a review of existing data, field work and other means. The Bureau of Land Management employs three classes of inventory: Class I, Class II and Class III.

-J-

judgmental reconnaissance: a cursory field examination, or reexamination on a nonsystematic basis, of select areas or cultural resource properties.

-L-

land user: persons and the organizations, their employees, and their agents holding the authorization for a proposed land use.

-M-

mitigation: the lessening of a potential adverse effect by application of appropriate measures, such as data recovery, stabilization, monitoring, protective barriers and signs, or other physical and administrative measures.

monitoring: the presence of trained cultural resource specialists on the ground in the project area during surface-disturbing activities. The purpose of monitoring is usually to: a) inspect to see if undocumented cultural resources are exposed by project activities and/or, b) to insure that properties do not suffer direct or indirect adverse effects from nearby undertakings. Other in-house personnel or volunteers may be employed for monitoring if they have received adequate training as determined by the Field Office Cultural Resource Specialist. Note that in both Oklahoma and Texas, archeological monitoring reports for surface disturbing undertakings are not normally accepted.

-N- -

National Register of Historic Places: the official list, established by the Historic Preservation Act of 1966, of the Nation's cultural resources worthy of preservation. The Register lists archeological, historic, and architectural properties (i.e., districts, sites, buildings, structures and objects) nominated for their local, State or national significance by State and/or Federal agencies and approved by the National Register staff. The Register is maintained by the National Park Service.

National Register quality: those cultural resource properties which meet the National Register criteria and have been determined eligible for nomination to the National Register of Historic Places by virtue of their local, State, or national significance.

Native Americans: commonly refers to American Indians and Eskimos. Also see "Aboriginal Americans" and "American Indian."

-O-

objects: man-made or man-modified items of a portable, semiportable, or movable nature and of functional, scientific, aesthetic, cultural, or historical value, such as gold dredges, freight wagons, boats or ships, metates, or flags. Artifacts are kinds of objects.

object of antiquity: an object which meets the requirement of being 50 years or more in age.

Outer Continental Shelf (OCS): all submerged lands lying seaward and outside of the area of lands beneath navigable waters, as defined by the Submerged Lands Act (43 U.S.C. 1301-1315). In most States, it is those submerged lands extending seaward from a line 3 geographic miles distant from the coastline each State.

-P-

physical protection measures: any physical means (such as stabilization of elements of a cultural property or its immediate environment, erection of physical barriers, or similar measures) employed to arrest or slow the rate of, or divert the source of, natural or human-caused deterioration to a cultural property.

prehistoric: pertaining to that period of time before written history. In North America, "prehistoric" usually refers to the pre-Columbian period.

preservation: the long-term protection of a cultural resource in its existing condition, form, and extent. Preservation of cultural resource data and material may be accomplished through scientific excavation, analysis, and curation.

probability sampling: a sampling scheme designed to provide an unbiased selection of sample units or of the population being sampled. (Probability sampling entails the use of both probability and sampling theory, as opposed to the use of a nonprobabilistic sampling approach.) Probability sampling allows the unbiased laws of chance, rather than the biased selection of the individual, to determine which sample is selected for investigation. It allows each sampling unit an equal chance of being chosen. In this context, the term "probability sampling" is synonymous with the archeologist's use of the term "random sampling."

project: an identifiable action, either Bureau or non-Bureau initiated, which may affect cultural resources.

proposed land use: any use of lands or resources subject to approval or special conditions by the authorized officer, whether proposed by the Bureau or by an outside applicant. When a proposed land use might affect cultural properties, such term is synonymous with "undertaking," as used in the National Historic Preservation Act, for purposes of this document.

protection measures: administrative or physical measures undertaken to retain a cultural resource in a condition determined by a management decision. The nature of protection is based upon the scientific and/or socio-cultural value of the resource and the degree to which the resource is threatened.

Protocol: an agreement between the New Mexico Bureau of Land Management and the New Mexico State Historic Preservation Officer that implements the Bureau’s National Programmatic Agreement in New Mexico. The Protocol defines the consultative relationship between the two agencies. It provides streamlined procedures in place of 36 CFR 800 in order to comply with Section 106 of the National Historic Preservation Act.

protohistory: the study of people who were living after history began, but who themselves did not maintain written records or have writing.

public lands: any lands or interest in lands owned by the United States administered by the Secretary of the Interior through the Bureau of Land Management.

purposive Sample: the purposeful, nonrandom, or nonprobabilistic selection of a sampling unit for investigation.

-Q-

qualified professional: an individual, organization, or institution possessing capability through education, training, and experience in the areas of anthropology, archeology, history, architecture, or historical or underwater archeology enough to maintain professional currency. Such an individual or entity would be suitable for doing contract work with the Bureau. On-the-ground surveys and all types of archeological investigations can only be supervised by persons, organizations, and institutions whose training and experience enable them to obtain a permit for surveys, limited testing and collection, or excavations under the provisions of FLPMA or ARPA.

-R-

reconstruction: the act of rebuilding a structure using the best evidence available, including archeological and historical research, to restore its original appearance or its appearance at an earlier period.

rehabilitation: repairing or remodeling a property to maintain or achieve a predetermined level of cultural resource integrity.

relocation: the act of moving a cultural resource, usually a building or structure, intact from its original or present location to a new location.

replication: copy or reproduction of a cultural resource property.

research design: a plan outlining and justifying the proposed approach to a data recovery project and discussing the relevant research hypotheses, proposed field methods, sampling design, and laboratory analytical techniques with respect to the cultural properties involved.

repository: (or curatorial facility): an institution acceptable to the authorized officer which is designed to store and maintain collections of materials and data collected from cultural properties and which satisfies basic physical and administrative considerations as determined by the BLM New Mexico State Office.

restoration: the process of accurately reestablishing the form and details of a property or portion of a property, together with its setting, as it appeared in a particular period of time. This may involve removal of later work that is not in itself significant and replacement of missing original work.

H-8100-l - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK
ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

-S-

salvage: the recovery of material and data from an affected cultural resource, prior to its alteration or destruction, through recordation, documentation, partial or total excavation and collection for analysis and interpretation.

scientific value: the importance attributed to a cultural resource by scientists and historians because of the information it contains, which will contribute to the understanding of human behavior.

Section 106 consultation: generally refers to consultation between the BLM (or other Federal agency), the SHPO and the Advisory Council, in accordance with Sections 106 and 110 of the National Historic Preservation Act following procedures specified in 36 CFR 800. However, the Bureau of Land Management's National Programmatic Agreement and the New Mexico BLM's Protocol modify these procedures in many important respects. Determinations of areas of effect, decisions regarding survey strategies, evaluations of eligibility and effect, and treatment determinations are now left largely to the BLM. The focus of consultation has shifted away from case-by-case reviews to dealing with issues programmatically and concentrating on major, controversial undertakings with adverse effects.

significance: the relative importance of a cultural resource determined by its socio-cultural, interpretive, scientific, ethnic or religious values.

site: a physical location of past human activities or events. Cultural resource sites are extremely variable in size and range from the location of a single cultural resource object to a cluster of cultural resource structures with associated objects and features. A site may consist of secondarily deposited cultural resource remains.

site of religious or cultural importance: means any location identified by an Indian Tribe or group as having such importance; the location might be either a cultural property or traditional lifeway value. Note that the word "site" as used in Section 7 of ARPA has a broad, general meaning and is not synonymous with "archeological site," although an archeological site may be, or may coincide with, a site of religious or cultural importance.

socio-cultural resource: places, objects, structures, and things of importance to a subgroup or the population at large. Included are values that reflect the concepts, religion, social heritage, habits, skills, arts, and lifeways of a given people.

socio-cultural value: the importance attributed to an object (including flora and fauna), structure, place, living thing, lifeway, or belief by a group based on the group's perception of the object's role in maintaining their heritage or their existence as a group. Usually expressed in qualitative rather than quantitative terms.

stabilization: protective techniques usually applied to structures and ruins to keep them in their existing condition, prevent further deterioration, and provide structural safety without significant

rebuilding. Capping mud-mortared masonry walls with concrete mortar is an example of a stabilization technique. Deteriorating rock art may also be stabilized using chemical treatment techniques.

State Historic Preservation Officer (SHPO): the official who is appointed by the Governor to be responsible for administering the State Historic Preservation Program pursuant to Section 101(b)(l) of the National Historic Preservation Act.

structure: a work constructed by man and composed of interdependent and interrelated parts exhibiting a discernible pattern of organization. It is implicit in an engineering enterprise but extends itself to water towers, Indian mounds, bridges, canal locks, ruins, ditches, embankments, etc.

surface collection: removal of cultural resource materials and remains from the surface of a cultural resource property.

surface disturbing activity: an activity which alters the physical, chemical, hydrological, biological, morphological, etc., structure or character of the ground surface or features thereon.

-T-

test excavation: the recovery of data and material through controlled and limited excavation of a portion of a cultural resource property using a sampling design to acquire critical evaluation data.

traditional lifeway value: the quality of being useful in or important to the maintenance of specified social and/or cultural group's traditional system of religious belief, cultural practice, or social interaction.

treasure or treasure trove: gold or silver in coin, plate, or bullion; loose gem Stones and other valuable property, including, but not limited to, vases, cups, ornaments, rings, jewelry, or other articles of art having historical value and interest, but whose primary value is usually monetary. The BLM does not honor requests for contracts to recover abandoned historic property (“treasure trove”). There are no exceptions.

-U-

undertaking: any Federal, federally assisted or federally licensed action, activity or program or the approval, sanction, assistance, or support of any non-Federal action, activity or program. Undertakings include new and continuing projects and program activities or elements of such activities not previously considered under Section 106 or EO 11593.

-V-

vandalism: any deliberate alteration of cultural resource values by individual persons or organizations including, but not limited to, destruction, removal, defacement, or disturbance with the intention of personal amusement, gain, or as malicious mischief.

Cultural Resources Use Permit Application
(Form NM-8151-9)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

INFORMATION
REQUIREMENT
APPROVED
OMB NO. 1024-0037

APPLICATION
FOR
CULTURAL RESOURCE USE PERMIT

Sec. 302(b) P.L. 94-579, October 21, 1976, 43 U.S.C. 1732 and
Sec. 4 P.L. 96-95, October 31, 1979, 16 U.S.C. 470cc

1. Name of Applicant:

2. Application number (BLM use only):

3. Mailing Address:

4. Telephone Number:

5. Nature of Proposed Cultural Resource Activity:

__Non-collection Survey/Recordation

__Survey and Limited Testing

__Excavation and/or Removal

6. Location of Proposed Work

a. Legal description of lands or geographic area (if known)

b. Identification of Cultural Resource affected (if applicable)

7. Purpose of Proposed Activity:

8. Time/duration of Proposed Activity:
From: To:

9. Name(s) of individual(s) responsible for carrying out field projects (**Field Supervisor**) in accordance with BLM Manual 8151.12B2(c) (for each individual listed, a vitae and chart of experience must be attached and the requested Field Office[s] must be indicated):

10. Name of individual(s) responsible for planning, supervising, and overseeing field projects (**Project Director**) in accordance with BLM Manual 8151.12B2(b) (for each individual listed, a vitae and chart of experience must be attached and the requested Field Office[s] must be indicated):

11. Name of individual(s) responsible for carrying out the terms and conditions of the permit (**Permit Administrator**) in accordance with BLM Manual.12B2(a):

12. Signature (Permit Administrator listed in Number 11. above) Date:

Attach separate sheets as needed for additional space (see Page 2 for other items which must be submitted with application)

APPLICANT MUST INCLUDE THE FOLLOWING WITH THE APPLICATION FORM:

A. Summary of organizational capabilities, including information on location(s) and description of facilities and equipment, organizational structure and staffing, and on facilities, equipment and staff to be involved in the proposed work.

B. Summary of organizational history in completing work of the kind proposed, including similar past projects, government contracts, and Federal permits (previously held, currently in force with effective dates, and currently pending or planned, by agency and region/state, reports and/or publications resulting from similar work, and any other pertinent organizational experience.

C. For each individual named as responsible for supervision and/or technical completeness and oversight, a curriculum vitae (and chart of experience) or other resume or summary of education, training, and experience in the kind of work proposed and in the role proposed (see BLM Manual 8151.12B.2.a-c).

D. Written certification, signed by a properly authorized official of the proposed curatorial facility in the state from which the artifacts were collected, attesting to the facility's capability and willingness to accept any collections, as applicable, and records, data, photographs, and other documents generated during the proposed term of the permit, and to assume permanent curatorial responsibility for such materials on behalf of the United States Government.

To receive information about a curation agreements, write or call the following curatorial facilities:

In New Mexico: Museum of New Mexico
Laboratory of Anthropology
P.O. Box 2087
Santa Fe, NM 87504
(505)827-6344

In Texas: Texas Archaeological Research Lab
University of Texas at Austin
JJ Pickel Research Campus
Building 5
Austin, Texas 78712
(512)471-5960

In Oklahoma: ***(this is a temporary facility until the State Museum in Norman is finished)***
The Museum of the Great Plains
P.O. Box 68
Lawton, OK 73502-0068
(405) 581-3460

In Kansas: Kansas State Historical Society
Kansas Museum of History
6425 S.W. 6th Avenue
Topeka, KS 66615-1099
(913) 272-8681

E. Submit one copy of the application (including vitae and chart of experience) to the issuing BLM office, and one copy for each Field Office within the permit area where cultural resource activities are proposed.

Illustration 2, page 1

(attach sheets for additional information)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

REQUEST FOR MODIFICATION OF CULTURAL RESOURCE USE PERMIT

BLM USE ONLY
Application number

1. Name of Permittee: 2. Mailing Address:

3. Telephone Number:
FAX Number:

4. Previous Permit/Modification Number: 5. Issue Date:

6. Nature of Requested Modification:

__a. Addition of personnel
__b. Removal of personnel
__c. Extension/Renewal of Permit
__d. Change of Curation Facility
__e. Change of Name or Address
__f. Change/Add Location/Area of Work

7. Provide pertinent information about modification being requested (i.e., extension date, names of individuals by position and Field Office(s) requested [for each listed individual, vitae and chart of experience must be attached], etc.):

8. Existing Permit Status (list personnel currently on your permit by **Field Office** - do not include the personnel changes listed in Number 7.):

a. Authorized as Project Director: b. Authorized as Field Supervisor:

9. Signature (Permit Administrator): Date:

RECORD OF DECISION: **New Permit Number:**
Expiration date:

___ Modification Approved
___ Modification Denied
___ Special Stipulations attached
___ Letter of explanation attached

APPROVED BY: _____ Date: _____ Deputy State Director
Division of Resource Planning, Use and Protection

Required Vitae and Chart of Experience
in Support of Cultural Resource Use Permit Applications

CURRICULUM VITAE
Name
Address
Telephone Number

I. Education Background

Date	Degree	Institution	Major/Minor

II. Professional Experience

- List employer name and/or Project Name
- Provide information about position held and responsibilities. Highlight experience that demonstrates the ability to supervise activities of a type and scope as proposed in the application.
- List experience by month and year, exact dates if possible.
- List type of activity (e.g., survey, testing, monitoring, mitigation, etc.)
- List location of CRM work by County and State or legal description if necessary.
- List types of cultural resources encountered.

EXAMPLE:

"Professional Experience:

Big West Cultural Resources Company. 3-D Seismic Survey.
**January 15, 1993 to May 5, 1993.*
**Served as Crew Chief supervising three other archeologists for 3 square mile project. Planned logistics, supervised fieldwork, analyzed results, and made recommendations for inclusion in final report.*
**Cultural resources encountered: Navajo, Dinetah Phase*
**San Juan County, New Mexico*

New Mexico Hot Shots CRM Associates. Coyote Canyon Landfill.
Testing and Data Recovery Project.
**June 10, 1992 to August 27, 1992*
**Served as Crew Member. Excavated features, collected samples, prepared site map, and submitted descriptions of materials collected. Additional duties included laboratory analysis, identification, and curation of artifacts.*
**Cultural resources encountered: Multi-component site. Historic 18th century Spanish campsite over Archaic pithouse.*
**Sandoval County, New Mexico*

Required Vitae and Chart of Experience
in Support of Cultural Resource Use Permit Applications

III. Publications

IV. Unpublished Reports

V. Papers Presented

VI. Additional Training (Optional)

VII. References

A CHART MUST BE PROVIDED THAT NEATLY SUMMARIZES EXPERIENCE BY PROJECT IN THE FOLLOWING FORMAT. LIST DAYS OF EXPERIENCE WITH ONE DAY EQUAL TO 6 TO 12 HOURS WITHIN A GIVEN 24 HOUR TIME PERIOD.

Permit Area	Location	Survey	Excavation	Analysis	Report Prep
NW NM:					
Mapco Pipeline	McKinley Co., NM	14	20	15	
Macbeth	Cibola Co., NM	10	20	20	15
Hawk III	Bernalillo Co., NM	6	8	—	—
Loop Road	San Juan Co., NM	18			10
DINETAH:					
Fruitland Gas	San Juan Co., NM			15	
Research Design					
Bolack	T.29 N., R.8-9 W.	15	30	20	15
Cortez CO2	T.30 N., R.7 W.	20	5		6

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

User's Guide: New Mexico Cultural Resource Information System, Section 4: The LA Site Record

4. THE LA SITE RECORD

The LA Site Record captures information relating to a single archeological site and the recording activities associated with a single investigation. The form is completed whenever *any* investigation is conducted at a site. This can be the initial discovery and recording of a site, its testing or excavation, or simply a routine site visit to assess condition. The form is completed by the performing agency, but several data items are reserved for use by the sponsoring agency and the New Mexico SHPO. Site forms are submitted to the sponsoring agency by the performing agency, usually along with other site records (e.g., analysis records, photographs, specimen catalogs), a report, and a completed LA Project/Activity Record. These materials are then transferred to the Historic Preservation Division by the sponsoring agency to support Section 106 consultations, and the data are subsequently validated and incorporated into NMCRIS.

In designing this data form, an important goal has been to provide the means to accurately record *any* archeological site, no matter how simple or complex, without exceeding the interpretive limits of the available physical data. Archeologists faced with complex site recording situations should not be severely limited by the data items on the LA Site Record, nor should investigators in simpler situations be required or encouraged to exceed the limits of their data by the form. Another important design goal has been to provide a data form flexible enough to allow archeologists and land managers to make site recording decisions that *make sense* in their particular situations, and reflect their specific knowledge and understanding of the supporting data. Please read this chapter carefully, use the form in the field, and then let us know if we have met these goals.

This chapter of the **NMCRIS User's Guide** provides instructions on how to complete the LA Site Record. Some of the basic data entities and concepts are new to those completing this form, so some specific definitions must be considered before item-by-item instructions are presented.

DEFINING ARCHEOLOGICAL SITES

What is a site? How should sites be defined? From a researcher's perspective, the answer to these questions is simple: sites should be defined and recorded so data relevant to one's research questions are generated in the process. The answer is not, however, simple for a

statewide archeological database with over 60 years of time depth and literally hundreds of contributors. There simply cannot be a single, consistent site definition in this situation. Given that archeological research questions have varied considerably over the past 60 years and will continue to do so, it is inappropriate for ARMS to impose restrictive site definition criteria. Site definition and recording depends on one's research questions and/or management needs and are made by land managers and/or archeologists -- not by ARMS. Although the lack of a consistent definition for archeological sites would appear to be major obstacle for research, data are maintained in NMCRIS that allow investigators to filter out most sites that do not meet their research requirements.

Consequently, our operational definition for sites is simple: *Archeological sites are spatially finite areas containing physical remains of past human activity that are of interest to archeologists.* No restrictions on site age, size, configuration, or contents are imposed by ARMS and our policy is to not question any site definition or recording strategy unless they threaten the integrity of the database or result in the loss or distortion of important site information. ARMS will question any interpretations that obviously exceed the limitations of the available physical data. In any case, ARMS will attempt to contact the recording archeologist and any land managers involved before making major changes to a site record.

In general, sites should be located, bounded, and documented through field observations in order to be registered. This point is especially important in recording portions of linear features such as roads, trails, and acequia systems. Only those linear segments that have been fully recorded on the ground can be registered as sites. Segments of a historic (or prehistoric) road or trail that appear on maps or aerial photographs may be assumed to be related to documented portions of these linear features, but without direct observation and defined boundaries the undocumented segments cannot be registered as archeological sites. There are, however, ways to relate documented segments of a linear feature to other associated sites. This subject is considered below under **Defining and Recording Other Archeological Entities**.

In NMCRIS, site area is represented by a single point plotted on a USGS 7.5' quadrangle, recorded in the Universal Transverse Mercator (UTM) rectangular coordinates, and one or more measurements of site size (i.e., area, maximum length and width). In the future, exceptions will be made for larger sites which are represented as polygons, also registered in the UTM grid. Other than the requirement that sites

consist of a single bounded area, there are no restrictions on the spatial configuration of sites. In some situations, sites may overlap the area of other sites or may even be located entirely within larger sites. These situations are rare, however, and are usually limited to very complex sites with multiple occupations. Further, nested or overlapping site areas usually require detailed observations based on intensive surface survey or excavation.

As previously discussed, the process of site definition is generally left up to the field archeologist and land manager. The process of site definition must consider the needs of both management and research and, consequently, must be flexible. This is especially true in recording situations where it is difficult to define discrete archeological sites, or where sites reflect multiple occupations. The former case involving diffuse archeological remains, or archeological *landscapes*, may be handled through the application of arbitrary boundary definition criteria during survey. If less arbitrary boundaries are identified during subsequent, more intensive investigations, new sites may be defined or old ones redefined to reflect the most recent definitions.

Defining sites with multiple occupations is a bit more tricky. If multiple components can be *physically* separated on the basis of assemblage or feature distributions, they may instead be defined as separate sites. Such sites may be discrete and adjacent, or their boundaries can be defined so that the sites partially overlap. This site definition strategy is most appropriate when the data exist to support physical separation, and when a multicomponent site definition would mask or distort critical data such as size, location or condition for one of the components. For example, a small, discrete lithic scatter located entirely within a much larger historic mining complex or townsite would be a good candidate for a separate site definition. In this case, physical separation is possible owing to the discrete boundary of the lithic scatter, and multiple site definition is desirable so that the smaller size of the prehistoric component is not masked by the historic component. If, however, the prehistoric component had less discrete boundaries, or if the boundaries were created by disturbance during the historic occupation, a multicomponent definition would be more appropriate. There are many other situations where separating multiple components might be appropriate. The point is, if site definitions are documented, justified, and applied consistently by the field archeologist, and if they are acceptable to the involved land managers, they will rarely be questioned by ARMS.

DEFINING OTHER ARCHEOLOGICAL ENTITIES

Use of the LA Site Record is restricted to archeological *sites*, but other archeological phenomena are frequently encountered that warrant or require attention by researchers and land managers. These include **isolated occurrences** (IOs), arbitrary spatial entities such as archeological or historic **districts**, and **linear features**, which are, in a sense, archeological *metasites*. NMCRIS will be expanded to systematically handle some of these important entities through a Geographic Information System (GIS), but until this happens locational and descriptive information should be included in archeological reports. It is also advisable to include district or linear feature names (e.g., Elephant Mountain Archeological District, Santa Fe Trail) within the names of any related archeological sites.

Documented *segments* of linear features and *contributing sites* within districts may be recorded on the LA Site Record, but *entire* linear features such as the Butterfield Trail or the Camino Real cannot be recorded on this form unless comprehensive on-the-ground survey has been conducted. Archeological districts and isolated occurrences also must not be recorded on the LA Site Record.

Isolated Occurrences. Isolated occurrences are not assigned LA numbers and there is no *official* Laboratory of Anthropology form for these finds. IOs should be recorded during survey and documented by including provenience information (point locations represented by UTM coordinates), and item descriptions in reports. Most state and federal land-managing agencies require that all IOs encountered during survey be systematically recorded.

Districts. Districts are groups of archeological or architectural sites within one or more bounded areas that are associated by virtue of some common theme or historical context. Sites contained within a district may or may not be listed on the State or National Registers of Historic Places (i.e., as contributing or non-contributing sites or structures). Districts are represented as one or more polygons and are assigned unique district numbers by HPD. Links to associated archeological or architectural properties will be maintained in NMCRIS through LA site numbers and/or HPD property numbers.

Linear Features. Roads, trails, railroad beds, acequia systems, and other linear features exhibit continuity of function based on some combination of physical evidence and historical fact, and are associated with archeological and/or historical sites along their course. In this, linear features are a type of district. Linear features are represented by

one or more lines or arcs which may or may not intersect and will be assigned unique feature numbers within NMCRIS. These features will be linked to associated archeological and/or architectural sites through LA site numbers and/or HPD property numbers, respectively.

COMPLETING THE LA SITE RECORD

The LA Site Record is divided into 13 sections:

1. **Identification & Ownership** (site numbers, site names, land owners, etc.).
2. **Recording Information** (information relating to your site visit: work performed, collection strategy, repository data, etc.).
3. **Condition** (information on disturbance such as erosion and vandalism, and overall site integrity).
4. **Recommendations** (opinions regarding site significance, project impact, and treatment recommendations).
5. **SHPO Consultations** (information concerning determinations of National Register eligibility. *These fields are reserved for SHPO use only*).
6. **Location** (UTM coordinates, PLSS location, map references, directions to site, etc.).
7. **Physical Description** (information on site size, boundaries, local environment, subsurface deposits, etc.).
8. **Assemblage Data** (presence or absence of various artifact and material types, dating potential).
9. **Cultural/Temporal Affiliations** (information on culture, period of occupation, archeological phase, for one or more temporal components).
10. **Feature Data** (inventory of features or feature types observed on the site: feature type, number observed, component associations, etc.).
11. **References** (related publications, informants, archival records, etc.).
12. **Narrative Description** (narrative description of the site, consideration of site function, relationships to other nearby sites, etc.).
13. **Site Record Attachments** (inventory of maps and other records associated with the site that are attached to the LA Site Record).

Item-by-item instructions for completing the LA Site Record are presented below. These fields are indicated on the form and in the instructions. Data items are defined and described in the order of their

appearance on the form. *All applicable data items must be completed.* In multiple-choice data items, all applicable choices should be indicated (i.e., "choose all that apply") unless otherwise noted (e.g., "choose one"). As mentioned previously several data items are reserved for use by the sponsoring agency and the New Mexico SHPO. For new sites, all sections of the form should be completed. For updates of previously recorded sites, Sections 1-4 (pages 1 and 2) are mandatory -- the remainder of the form should be completed if the site has not been recorded on the LA Site Record, or if existing information on the site is incorrect or incomplete. Also, see Chapter 5 (**Requirements for Submitting Archeological Records**) for more information on submitting the LA Site Record and other associated records to HPD.

1. IDENTIFICATION & OWNERSHIP

LA Number: Enter the LA number assigned to the site. The Laboratory of Anthropology number is a unique site designation assigned by ARMS. The LA numbering system was started by the Laboratory of Anthropology in 1931, and has been maintained over the years by the Museum of New Mexico and, since 1985, by the Historic Preservation Division. LA numbers consist of simple integers (e.g., LA 11850, LA 23098) that are assigned sequentially as new sites are registered. Archeological sites are registered and assigned LA numbers with the following provisions:

no site entity can have more than one LA number; and
no group of site entities can have the same LA number.

LA numbers should be requested after the completion of field work and a map check with ARMS and other land managing agency records. To minimize confusion, LA numbers should be obtained as early as possible and be used in all reports and other forms of documentation.

Site Update?: Indicate previously recorded properties with a check mark. If the existing NMCRIS data are complete and accurate, only pages 1 and 2 of the LA Site Record must be completed. If the site has not been recorded on the LA Site Record, or if existing information is incorrect or missing, Sections 6-12 must also be completed. Alternatively, a computer-generated site record or a photocopy of the original site form may be attached to pages 1-2 of the form, on which errors have been corrected and missing information provided.

Site Name(s): Enter any names associated with the site (e.g., Pindi Pueblo, Salmon Ruin, Tunnard Site). The pre-survey records check should provide information on previously named sites in your survey

area. Unnamed sites may be named by project personnel, but these names should not be included on the LA form unless they appear in a written report or other publication. If there are several known spellings, enter these as well. Also note the source of the name on the form if it is obscure. Was it derived from the topographic quadrangle? Is it a local name, or was it supplied by the survey crew? Finally, if the site is related to a registered archeological district or a linear feature such as the Butterfield Trail, this fact should be reflected in the site's name (e.g., Butterfield Trail -- Barney's Station).

Other Site Numbers: If you know of any other site numbers that refer to the site being recorded, enter these designations. Most federal agencies assign unique site numbers to sites located on lands under their administration (e.g., USFS: AR-03-08-03-00345, BLM: NM-01-4529), and many archeological institutions also maintain a site inventory using unique site numbers (e.g., OCA:319:56, NMSU-1348). It is important that the format of agency site numbers be entered consistently and that they adhere to agency standards. Note that temporary site numbers assigned in the field by the performing agency are entered under **Field Site Number**, as described in Section 2 (**Recording Information**) of the LA Site Record.

Agency Assigning Number: Enter the agency or institution associated with each site number entered in **Other Site Numbers**.

Current Site Owner(s): For sites that are owned by one or more governmental entities, enter the agency names and administrative units involved (e.g., BLM-Farmington District). For privately owned sites, enter the owner's name and address, if known; enter "private" if the current site owner is not known. If the site is located on a land grant, also enter the name of the grant. Note that owner names and addresses are not included in the NMCRIS database.

2. RECORDING INFORMATION

NMCRIS Activity Number: Enter the NMCRIS Activity Number that was assigned during registration of the site. Procedures for obtaining NMCRIS Activity Numbers are outlined in Chapter 6 (**Using NMCRIS**).

Field Site Number: Enter the field site number, if any, assigned during your visit. It is common for a performing agency to assign a unique field number to each site during recording so that all field notes, photographs, and collected artifacts can be associated. Be sure to maintain consistency in the format of field site numbers assigned during your project or activity and adhere to your organization's standards.

Site Marker?: Indicate whether any identification markers were observed or installed during field recording, and what identification numbers were noted or used. All markers should be clearly indicated on the site sketch map. This item is not entered into the NMCRIS database.

Recorder(s): Enter the name(s) of the individual(s) recording the site. Last names with or without first initials are appropriate. This item is not entered into the NMCRIS database.

Agency: Enter institutional affiliation, if any, of the individuals recording the site. This item is not entered into the NMCRIS database.

Recording Date: Enter the latest date on which the site was recorded using the DD-MMM-YYYY format (e.g., 03-MAR-1992). Use the first of the month or year if the exact recording date is unknown.

Site Accessibility (choose one): Indicate site accessibility at the time of your visit by choosing one of the following:

accessible: the site can be located and visited.
buried: the site can be located, but is covered by culturally sterile deposits.
flooded: the site can be located, but is seasonally or permanently inundated.
urbanized: the site has been "built over" within an urban area or by a paved road, but some portion remains intact and can be located.
not accessible: the site could not be relocated. If the site has been destroyed, indicate this in Section 3 (**Condition**) of the form.

Surface Visibility (choose one): Estimate the proportion of the site surface that is visible through vegetative or other kinds of cover (e.g., snow, intrusive fill) by choosing one of the six percentage classes (0%, 1 - 25%, 26-50%, 51-75%, 76-99%, 100%). Remarks concerning surface visibility during your site visit may also be entered.

Recording Activities: Identify all activities conducted as part of your site visit from the following list:

sketch mapping: paced or taped maps with an approximate scale were produced on site.
instrument mapping: survey instruments (e.g., transit, alidade) were used to produce a site map with an exact scale.
surface collection: controlled or uncontrolled collections of surface artifacts were made.

in-field artifact analysis: quantitative and qualitative data were collected during site recording for subsequent analysis.
photography: photographic documentation of the site was made.
shovel or trowel tests; probes: informal, limited test excavations were conducted without establishing horizontal or vertical controls (other than a site sketch map).
test excavation: formal test excavations involving the establishment of three-dimensional excavation control were performed.
excavation (data recovery): formal excavations with three-dimensional excavation control were conducted.
other activities: if the above choices are inadequate -- for example, if you performed a magnetometer survey -- check this category and describe the activities.

Description of Analysis or Excavation Activities: If relevant, use this space to briefly describe any in-field analyses or excavations conducted, referencing the appropriate report(s) and other project-related documents. For excavations, note if the site was backfilled, and what kind of subsurface markers (e.g., black plastic, coins), if any, were left in excavation units and/or features. Also, be sure to identify tested/excavated areas on the attached site map(s). This item is not entered into the NMCRIS database.

Photographic Documentation: Identify the media, roll numbers, and frame numbers of any photographic documentation made during your site visit. This item is not entered into the NMCRIS database.

Surface Collection (choose one): Indicate the nature of surface collections made at the site by choosing one of the following:

no surface collections: no surface collections of any kind were made.
uncontrolled surface collections: collections were made but provenience was not maintained; a "grab" sample was taken.
collections of specific items: collections focused on specific artifact types (e.g., diagnostic pottery or projectile points) and the provenience of these items was recorded.
controlled surface collections (sample): provenienced collections of some portion of the site were made.
controlled surface collection (complete): provenienced collections of the entire site were made.
other collection method: if the above choices are inadequate, check this category and describe the collection strategy under **Surface Collection Methods**.

Surface Collection Methods: If appropriate, briefly describe the methods and sampling techniques used during surface collection. For very complex surface collection methods, you may instead reference the appropriate report(s) and other records (e.g., "see survey report, pp. 123-134"). Note whether any physical markers were left on the site indicating collected areas and identify all collection units on the attached site map(s). This item is not entered into the NMCRIS database.

Records Inventory: Identify all site-specific records that were generated as a result of your site visit.

site location map: a USGS 7.5' quadrangle showing the location of the recorded site; *the location of each site must be documented on a USGS 7.5' quadrangle and attached to the LA Site Record.*
sketch map(s): site plans prepared without the aid of surveying instruments; *at least one sketch map must accompany this form*.
instrument map(s): site plans prepared using surveying instruments.
excavation, collection, analysis records: field specimen sheets, artifact and sample catalogs, forms, drawings, excavation unit plans and profiles, analysis forms, graphics, etc.
photos, slides, & associated records: prints, slides, and negatives taken on-site; also roll-and-frame records.
field journals, notes: daily journals or notes pertaining to the site.
NM Historic Building Inventory (HBI) form: (see Appendix 3); a copy of a HBI form is required by HPD for standing historic structures.
other records: specify other kinds of records resulting from your site visit.

Repository for Original Site Records: Specify the institution where the *original* records for this site will ultimately reside.

Repository for Collected Artifacts: Specify the institution where collections from this site will ultimately be curated, usually according to a formal curation agreement.

3. CONDITION

Archeological Status: Indicate the cumulative archeological status of the site at the end of your visit by choosing one or more of the following categories. Do not consider vandalism in determining archeological status.

surface collection: the site has been subjected to surface collection.

test excavation: the site has been subjected to limited test excavations.
partial excavation: the site has been excavated for the purpose of data recovery, but a significant portion of the site remains intact.
complete excavation: the site has been completely excavated for the purpose of data recovery.

Disturbance Sources: Keeping in mind that *all* sites are disturbed in some way, specify all significant sources of disturbance observed on the site. If the physical evidence is localized, as in potholes or arroyo cuts, include this information on the site sketch map.

wind erosion: the site has been subject to significant wind erosion (e.g., dune blowouts or "lag" artifact scatters).
water erosion: the site has been subject to significant water erosion (e.g., arroyo cutting or sheet washing of midden materials).
bioturbation: burrowing rodents, birds, insects, etc. or intense grazing has seriously disturbed subsurface archeological deposits.
vandalism: unauthorized, non-scientific excavations have been performed on site or archeological features or deposits have been destroyed or defaced; use this category to indicate that unauthorized surface collection is known to have occurred on the site.
construction/land development: the site has been disturbed by construction or land development actions.
other source: specify other sources of disturbance.

Vandalism: If vandalism has occurred on the site, indicate the type of disturbances observed. Plotting the locations of potholes on the site sketch map and making a detailed photograph record is also important.

defaced glyphs: petroglyphs or pictographs are defaced or destroyed (e.g., recent pecking, "quarried" panels, spray paint, bullet holes).
damaged/defaced architecture: standing architectural features are damaged or destroyed (e.g., structural components salvaged, bullet holes).
surface disturbance: evidence of disturbance is limited to the surface of the site, the assemblage, and exposed features (e.g., vehicle tracks, artifact collection piles, disturbed walls).
manual excavation: potholes and spoils piles are present.
mechanical excavation: backhoe trenches or bladed areas are present.
other vandalism: specify other forms of vandalism.

Percentage of Site Intact (choose one): Estimate the proportion of the site that remains undisturbed using the six percentage classes (0%,

1 - 25%, 26-50%, 51-75%, 76-99%, 100%). Consider *all* sources of disturbance, including archeological investigations, in this estimate.

Observations on Site Condition: Use the provided space to expand on or amplify the site's condition during your visit. Consider the impact of vandalism and other sources of disturbance on the research potential of the site. Also discuss the implications of the site's integrity for National Register eligibility. Finally, identify and describe any sources of disturbance that may adversely affect the site in the future. If the site is especially vulnerable to vandalism or is adjacent to a construction zone, describe the situation and make recommendations to remedy foreseeable adverse impacts (e.g., avoidance, monitoring, fencing).

4. RECOMMENDATIONS

National Register Eligibility (choose one): If the site is not already listed on the National Register of Historic Places (NRHP), indicate your *opinion* on whether the site is eligible by choosing one of the following categories. Justify your choice under **Basis for Recommendation**. If the site is already listed, leave this field blank.

eligible: the site considered potentially eligible to the NRHP.
not eligible: the site is not considered eligible to the NRHP.
not sure: additional information is required to form an opinion on NRHP eligibility.

Applicable Criteria: If you consider the site to be eligible, specify all appropriate NRHP criteria. Obviously most archeological sites will fall under criteria "d," but it is important that you consider other areas of significance.

criterion a: the site is associated with events that have made a significant contribution to the broad patterns of our history.
criterion b: the site is associated with lives of persons significant in our past.
criterion c: the site exemplifies a distinctive type, period, or method of construction, or the work of a master, or a high artistic quality.
criterion d: the site has yielded, or is likely to yield, information important in prehistory or history.

Basis for Recommendation: Use the provided comment space to justify your recommendation of NRHP eligibility. If the site is eligible under criterion "d," discuss the kinds of information that the site may yield, and the relevance of that information to history and prehistory. If the site is not, in your opinion, considered eligible, or if more information

is required to make a recommendation, explain the situation fully. This information is critical to future management decisions and may be expanded upon as necessary in Section 12 (**Narrative Description**) of the form. If you think formal testing is essential to determine eligibility, say so. But if at all possible, offer an opinion about eligibility and describe the basis for that opinion -- shovel tests, trowel probes, examination of roadcuts or arroyo banks, the depositional or erosional setting of the site.

Assessment of Project Impact: If appropriate, assess the likelihood that the site will be affected by an undertaking and specify the nature and extent of the effect. Be sure to illustrate the relationship of the site to project plans in the site sketch map.

Note: Do not provide assessments of project impact without first consulting with the sponsoring agency.

Treatment Recommendations: If the site is likely to be affected by an undertaking, suggest the most appropriate treatment. Can/should the site be avoided? Should it be fenced? Is data recovery warranted?

Note: Do not provide treatment recommendations without first consulting with the sponsoring agency.

5. SHPO CONSULTATIONS

Note: This section of the form is reserved for HPD internal use.

SHPO Determination (choose one): Indicate the consensus determination of NRHP eligibility between the Agency and SHPO for the site by choosing one of the following:

eligible: the site was determined potentially eligible to the NRHP.
not eligible: the site was determined NOT eligible to the NRHP.
not determined: no determination of NRHP eligibility was made.

Applicable Criteria: If the site was determined eligible, specify all appropriate NRHP criteria (a, b, c, d) as described previously under Section 4 (**Recommendations**).

Date: Enter the date of the consultation in the format: DD-MMM-YYYY (e.g., 23JUN1993).

HPD Log No.: Enter the HPD Log Numbers associated with the consultation.

Register Status: If the consultation resulted in listing of the site on the State or National Register of Historic Places, indicate the current registration status of the site:

listed on National Register: the site is listed on the National Register of Historic Places.
listed on State Register: the site is listed on the State Register of Historic Properties.
formal determination of eligibility: the site has been determined eligible by the Keeper of National Register of Historic Places.

State Register No.: If the site has been listed on the State Register of Historic Properties, enter its identification number here.

Remarks: Enter notes concerning SHPO consultations on the site.

6. LOCATION

Source Graphics: Specify the source graphics used to plot the site's location. In most cases, this will be a USGS 7.5' topographic map, but aerial photographs and photogrammetric plans may also be used. If you use aerial photographs in the field and then transfer site locations to a topographic map, enter *both* sources.

USGS 7.5' topographic maps.
other topographic maps: topographic maps derived from photogrammetric and/or cadastral survey methods (e.g., project plans and profiles). Indicate map scale as the ratio between units on the map and the number of corresponding units on the ground (e.g., 1 foot on a 1:24,000 map equals 24,000 feet on the ground; or 1 cm on a 1:200 map equals 200 cm on the ground).
rectified aerial photos: aerial photographs of known scale that have been corrected or rectified to adjust for aircraft altitude and angle, camera focal length, etc., using surveyed ground controls. Indicate ratio scale (e.g., 1:3,000, 1:12,000).
unrectified aerial photos: aerial photographs of approximate scale that have *not* been corrected to adjust for aircraft altitude and angle, camera focal length, etc. Indicate approximate ratio scale (e.g., 1:3,000, 1:12,000).
GPS Unit: indicate whether a Global Positioning System (GPS) unit was used in the field to locate the site.
other source: fully describe all other source graphics.

UTM Coordinates: The Universal Transverse Mercator (UTM) grid system is used by NMCRIS to record the locations of archeological sites.

A single UTM coordinate referencing the geographical *center* of each site is required for all sites. For sites larger than 10 acres, provide at least four points around the periphery in addition to the center point. List these additional UTM coordinates in the **Narrative Site Description** or on a continuation sheet, and should be plotted on the site location map. *Please note that in NMCRIS, the UTM coordinates refer to geographical features on USGS quadrangles and must therefore be referenced to the 1927 North American Datum (NAD27).* Although the USGS has stated that they will be abandoning NAD27 on future topographic maps in favor of the 1983 datum (NAD83), it will be years before this switch is complete. *Until the transition is complete, NAD83 coordinates must be converted to NAD27.* All currently available 7.5' quadrangles use NAD27, but archeologists should be aware of the different datums and the fact that many GPS units and their related data conversion programs provide NAD83 UTM coordinates which must be converted. UTM datum information is found in the bottom left-hand corner of quadrangles prepared after 1983. The offset between NAD27 and NAD83 grids varies from 45 to 60 meters in NM and is documented on post-1983 maps at all four map corners by small targets. Note that all maps prepared before 1983 are unlabeled, but use the NAD27 datum.

Zone: Enter the UTM Zone. The UTM system divides the earth into a grid of trapezoidal cells originating about the intersection of the equator and the central meridian. There are 60 north-south zones in this system, each 6¡ longitude wide. Zone 1 has its initial meridian located at 177¡ west longitude. Zone numbers increase consecutively in an eastward direction with zone 60 having its central meridian at 177¡ east longitude. Zones 12 and 13 occur in New Mexico, west and east of 108¡ longitude, respectively. The UTM system also has 20 east-west zones, each nominally 8¡ high in latitude, which are labeled with the letters C through X. These letters are not normally used in expressing map coordinates, however. The zone for each USGS 7.5' Quadrangle is listed in the lower left corner of the map.

Easting / Northing: Enter the UTM Easting and Northing coordinates for the site center point. UTM points are referenced by the distance in meters from a north-south reference line (easting), and the distance in meters from the Equator (northing). The north-south reference line has a *false easting* of 500,000 m at the central meridian of each zone. UTM eastings and northings are marked as blue ticks along the outside edge of almost all topographic quadrangles. Please do not attempt to extend the UTM grid onto adjacent quads that lack UTM tick-marks -- just leave the UTM coordinates blank and note the reason on the form.

To assign a UTM location to a site, lines connecting easting and northing ticks should be drawn on a USGS topographic quadrangle, dividing the area of interest into a grid of 1 square kilometer cells (UTM gridlines are printed on many recent USGS quads). As illustrated in Figure 4.1, measurements must originate at the *southwest* corner of a square kilometer cell. The blue ticks along the outside edge of the quadrangle are in 1 kilometer (1000 meter) increments; thus, a northing of $^{40}97$ translates to 4,097,000 meters north of the equator. The UTM coordinates of a site situated 420 meters north and 650 meters east of the intersection of the $^{40}97$ northing and $^{2}54$ easting lines in zone 13 would be: Zone 13: E 254650, N 4097420. Unless cadastral survey instruments or Global Positioning units are used to compute site coordinates, all UTM references should be rounded to the nearest 10 meter interval. UTM templates are available from forestry and engineering supply companies. See *National Register Bulletin #16* (pp. 80-81) or Greenhood (1964:134) for detailed instructions on measuring UTM coordinates.

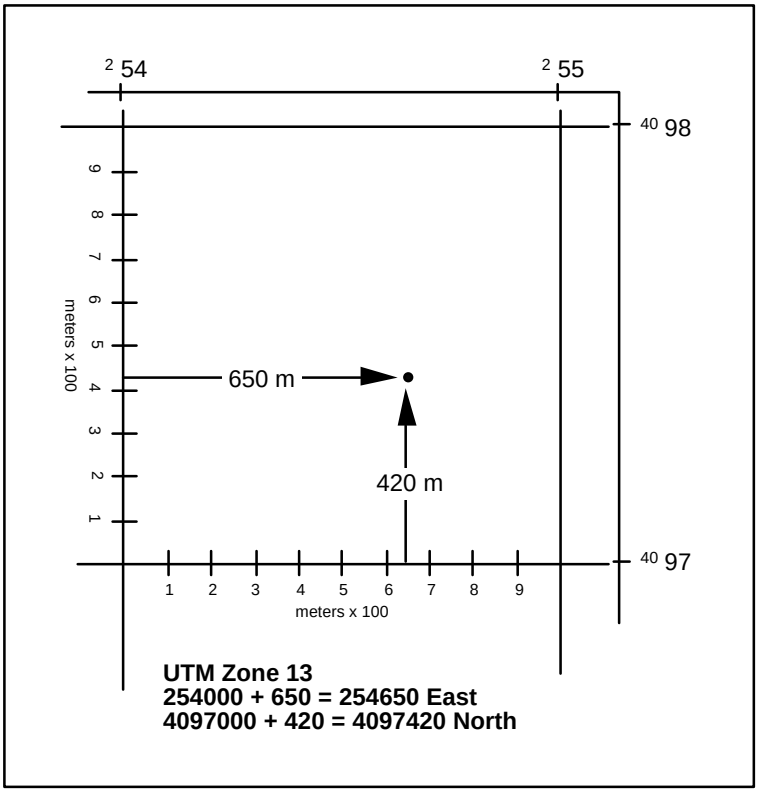

Figure 4.1. Determination of UTM Coordinates

Nearest Named Drainage: Note the drainage nearest the site for which a name is provided on the topographic quadrangle. Also enter the direction (i.e., N, NE, E, etc.) and the approximate distance in meters

from the site to the drainage. This information will help others quickly relocate the site.

Nearest Numbered Road: Enter the official designation of the highway nearest to the site for which a number is provided on a NM highway map (1988 or later edition) or local signs. Consider county and tribal roads, as well as federal and state highways. Precede interstate highway numbers with "I-" (e.g., I-40, I-25), federal highways with "US-" (e.g., US-285, US-85), state highways with "NM-" (e.g., NM-3, NM-457), and county roads with the county name (e.g., San Juan-10, Do a Ana-345). Precede tribal road numbers with the tribe name (e.g., Navajo-350, Jicarilla-45). Enter the direction (i.e., N, NE, E, etc.) and the approximate distance in meters to the road from the site. Also indicate whether the site extends into the highway right-of-way. This information will help others quickly relocate the site and assist the NM State Highway and Transportation Department track sites that may be affected by road maintenance. In addition, this information can also be used to identify the more accessible sites that may be subject to frequent visitation and vandalism.

Directions to Site: Provide a brief description of the site's location, using named landmarks when possible (e.g., "site is located 1 mile east of the junction of NM-30 and NM-502, 200 m south of the NM-30 right-of-way" or "site is on first bench on north side of Bear Wallow Canyon, 1 km west of Bear Spring"). Keep in mind that someone else may have to use this information to relocate the site, so be brief but explicit. This space may also be used to record azimuths to prominent landmarks that were used to locate the site on the map. This item is not entered into the NMCRIS database.

Town: Enter the name of the city or town if the site is located within the boundaries of a municipality.

State: Enter the state(s) that the site is located in, using standard US Postal Service abbreviations (e.g., NM (New Mexico), CO (Colorado), AZ (Arizona)).

County: Enter the county or counties that the site is located within.

USGS Quadrangles: Enter the name, date and USGS code for all USGS 7.5' quadrangles the site is located on. Space for entering two quadrangles is provided. If a site is located on more than two quadrangles, enter the additional map information on a continuation sheet. *Note that 15' quadrangles should not be used -- 7.5' quads are now available for all of New Mexico and can be ordered from the USGS.*

Quadrangle Name and Date: Enter the full name of the USGS 7.5' Quadrangle(s) showing the site's location. Quadrangle names are documented in both upper and lower right corners of the map. The publication date of the quadrangle should also be entered (e.g., The Pillar SE 1966). This can be found in the lower right corner of the map, under the quadrangle name. Please use the *latest* mapping or photorevision date.

Quadrangle Code: Enter the official USGS code for each 7.5' quadrangle showing the site's location. USGS maps are assigned codes based on their location within 1¡ blocks of latitude and longitude. Each block is identified by its origin at the southeast corner. For example, Clayton is located in block 36103 (36¡ latitude and 103¡ longitude). Each 1¡ block is further divided into an 8 x 8 matrix of 7.5 minute quadrangles. An alpha-numeric code is used to identify each quadrangle: the north-south (latitude) axis is labeled with the letters A through H, and the east-west axis (longitude) is labeled 1 through 8 (see Figure 3.1). Each quadrangle is identified within the 1¡ block by its origin at the southeast corner. With an origin of 36¡ 15' latitude, 103¡ 30' longitude, the Goat Canyon Quadrangle would have the code 36103-C5.

Alternatively, USGS Quadrangle names and codes may be simply looked up the *Index to Topographic and Other Map Coverage, New Mexico*, published and distributed by the USGS National Mapping Program (editions covering other states are also available). This publication is easy to use and copies are available at no cost from USGS Map Distribution, Box 25286, Federal Center, Denver, CO 80225. The *Index* can also be obtained from ARMS and commercial map dealers. USGS Codes and quadrangle names are also listed on the USGS 1:1,000,000 scale map: *New Mexico 7.5-Minute Quadrangle Names*, available at all commercial map dealers. A portion of this map is reproduced in Figure 3.1.

PLSS Reference: Enter PLSS reference information for the site. The Public Land Survey System (PLSS) is the result of a series of federally mandated surveys which divided most of the western United States into blocks of land, or townships, that are nominally 6 miles on a side (Figure 4.2). Townships are further subdivided into 36 1-mile-square sections. Space for entering two township/section designations is provided. If a site is located on more than two sections, continue the description on a continuation sheet. Note that PLSS locations are NOT true legal property descriptions and serve mainly as a map references in NMCRIS.

Also note that PLSS locations below the section level are not entered into NMCRIS.

PLSS Meridian: Enter the names of the PLSS principal meridians for the site location. This information is documented in the lower left corner of each USGS quadrangle. The origin point for the PLSS in New Mexico and southwestern Colorado is east of San Acacia in the Rio Grande Valley. This point marks the intersection of the north-south principal meridian (the **New Mexico Principal Meridian**, or **NMPM**) and an east-west base line.

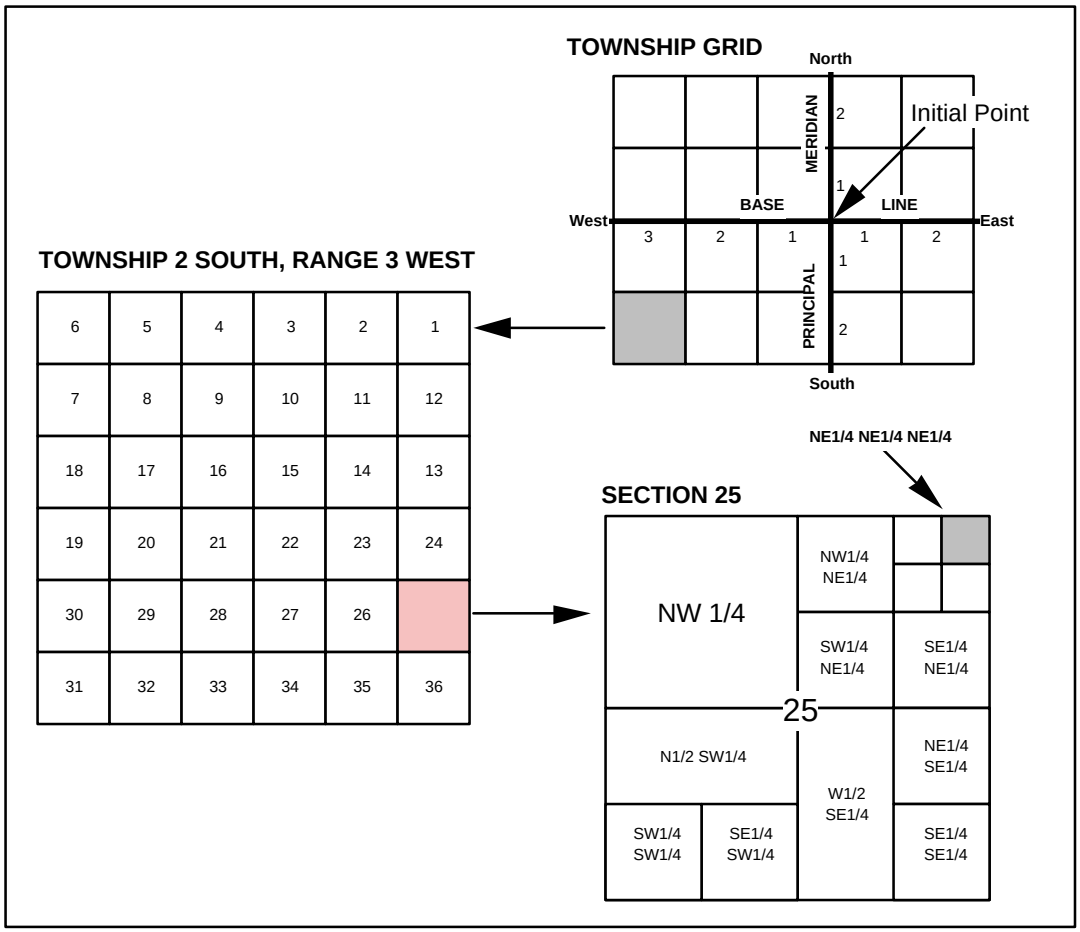

Figure 4.2. General Diagram of the US Public Land Survey System (PLSS)

Unplatted: Indicate whether the site is located on unplatted lands. While public and most private lands in New Mexico were surveyed by the General Land Office (now the Bureau of Land Management) and platted into townships and sections, most Spanish and Mexican Territorial land grants and some Indian Reservations were not. When USGS 7.5' topographic maps

indicate that a site is located in unsurveyed lands, this should be indicated by checking **Unplatted** and leaving the other PLSS references blank. *Do not, under any circumstances,* ***manually*** *protract township and section lines on USGS quadrangles to obtain a PLSS Reference.*

Township / Range: Enter the Township and Range designations of the site location. PLSS locations are referenced by township and range, where township is the number of blocks north or south of the origin point, and range is the number of blocks east or west of the origin point. Townships and ranges are listed in red lettering along the outside edges of topographic quadrangles. Enter the township and range number and circle the appropriate directions (**N-S** and **E-W**, respectively). Half township or range numbers should be indicated through decimal notation (e.g., T 23.5 E).

Section: Enter the section(s) the site is located within. Each township block is further divided into 36 1-square-mile sections. Sections are numbered between 1 and 36, and are labeled in red lettering near the center of the section on topographic quadrangles. In some other parts of the country grant numbers may be used in place of section numbers. In such cases, enter the grant number in this field.

1/4 Sections: Describe the site location within each section. For locational convenience, sections are divided into 10-acre-square parcels by repeated quarterings -- a section is divided into quarter sections, quarter sections into quarter-quarter sections, and so on. Very large or elongate sites may also require half section definitions (e.g., E1/2, SE1/4, NE1/4). Enter quarter or half sections starting with the smallest unit (e.g., SE1/4, NE1/4, SE1/4 is indicated in Fig. 4.2). As noted previously, 1/4 section descriptions are not entered into the NMCRIS database.

Protracted: Check this data item if the entered PLSS reference is based on township and section lines that have been protracted by the USGS for use by the US Forest Service or some other federal agency and printed on a special edition of the USGS quadrangle.

7. PHYSICAL DESCRIPTION

Site Dimensions: Enter the **maximum length** and **maximum width** of the site. Measurements should be in whole meters.

Basis for Dimensions (choose one): Indicate how maximum site dimensions were derived by choosing one of the following:

estimated: dimensions were estimated based on visual observation of the site, or by counting the number of paces while traversing the site, and then multiplying that number by a constant representing an average pace length.
measured: dimensions were measured by stretching a tape measure across the site or using a survey instrument such as an optical rangefinder, transit, or alidade.

Site Area: Enter the area of the site in square meters, rounding off as appropriate.

Basis for Area (choose one): Indicate the basis for your site area determination by choosing one of the following:

estimated: site area was estimated using a mathematical formula based on maximum length and width.
measured: site area was computed in some way, as in counting grid squares on a scaled overlay or by using a polar planimeter or digitizer.

Elevation: Enter the elevation of the site center point (in feet) as derived from the USGS quadrangle. This should be the same point used to determine UTM coordinates. In areas of significant relief, this may be done by using the contour line nearest the site center or, in relatively flat areas, by interpolating between widely spaced contour lines.

Site Boundaries Complete? (choose one): Check *yes* if the site's limits were completely defined and mapped. If the site's boundaries were not completely defined (for example, if the site extends outside the project area), check *no* and explain the situation. If the unsurveyed portion of the site is not accessible, please indicate why.

Basis for Site Boundaries: Specify all criteria that were used to define the site's boundaries. Also, illustrate site boundary criteria on the site sketch map. This data item is not entered in the NMCRIS database.

distribution of archeological features & artifacts: site boundaries were defined based on the distribution of artifacts and features in surface or subsurface contexts.
modern features or ground disturbance: site boundaries were defined based on modern activities (e.g., buried pipelines, sewers, and

irrigation ditches, extant buildings, roads) which have destroyed or covered a portion of the site.

topographic features: site boundaries were defined based on topographic features (e.g., a cliff wall or steep slope, a body of water, an arroyo).

property lines: owing to access restrictions, property lines or project boundaries were used to artificially bound the site (i.e., it is likely that the site extends into lands that were not inspected during archeological survey).

other criteria: specify the site boundary criteria used.

Depositional/Erosional Environment: Indicate all significant depositional or erosional processes that have contributed to the formation of archeological deposits on the site.

alluvial: rock and sediments deposited by water.

aeolian: sediments deposited by wind.

colluvial: rock and sediments deposited by gravity -- usually in combination with other processes.

residual: deposits formed largely by in situ decomposition of bedrock.

not applicable: the site is located directly on bedrock.

other process: describe depositional/erosional environment.

Stratigraphy & Depth of Archeological Deposits (choose one): Indicate the nature of archeological deposits on the site by choosing one of the following:

unknown/not determined: observations relevant to subsurface archeological deposits were not made.

no subsurface deposits present: observations relevant to subsurface archeological deposits were made, but were negative.

subsurface deposits present: subsurface archeological deposits were observed.

stratified subsurface deposits present: stratified subsurface archeological deposits were observed.

Estimated Depth: Estimate the depth of cultural fill at the site, emphasizing either the range or average depth of the deposits rather than the maximum.

Basis for Determinations: Indicate the nature of the observations made to determine the depth of archeological deposits by choosing one or more of the following:

estimated: deposit depth was estimated without any direct subsurface observations.
shovel or trowel tests: limited, uncontrolled excavations were conducted to estimate deposit depth.
core or auger tests: soil coring or auguring tests were conducted to estimate the depth of cultural fill.
excavations: controlled excavations were conducted and the maximum depth was accurately measured.
road or arroyo cuts: cultural deposits were observed in arroyo cuts and/or road cuts within the site.
rodent burrows: subsurface archeological deposits brought to the surface by rodents were observed.
other observations: specify observations.

Observations on Subsurface Archeological Deposits: Enter other observations concerning subsurface cultural deposits (e.g., staining, texture, color, compaction) in the space provided.

Nearest Water Source (choose one): Indicate the type of water source nearest to the site by choosing one of the following:

spring/seep: natural water sources arising from exposed geological strata.
perennial stream/river: perennial drainages containing water throughout the year except in severe drought.
intermittent stream/arroyo: intermittent drainages containing water only part of the year.
perennial lake: perennial lakes containing water throughout the year except in severe drought; do not list modern impoundments in this category -- use only for natural lakes.
intermittent lake/playa: intermittent lakes or playas containing water only part of the year.
other source: specify the type of water source (e.g., wells, cisterns, tanks [for historic sites only], tinajas holding water for significant periods).

Distance from Site: Enter the distance from the site to the water source in kilometers, rounding off as appropriate.

Local Vegetation: Provide a list of plants observed on and near the site. The list should be in decreasing order of observed dominance. *Overstory* or tree species are listed separately from *Understory* plants such as shrubs, grasses, forbes, etc. This data item is not entered in the NMCRIS database.

Vegetation Community (choose one or two): Check the plant community that matches the general site area. Indicate ecotone situations by checking two vegetation communities.

forest: a full growth forest, typically consisting of coniferous admixtures in higher elevations of New Mexico.

woodland: a cover of trees and shrubs, primarily consisting of pinon and juniper admixtures. Juniper communities can be woodland if the density of trees is high and the population well established. Areas consisting predominantly of grasses and brush, with scattered small bushy junipers should be entered as scrubland or grassland depending on the overall percentage of bushy vegetation vs. grasses.

scrubland: a brush community, typically consisting of forbes, brush, and grasses which occurs in the northern portion of the state, and in higher elevations statewide. Scrubland usually contains sage, small bushy juniper, saltbush, rabbitbrush, and oak brush as its dominant component.

grassland: a predominantly grass or grass/forbe community, which can include widely dispersed brush. Meadows should be entered as marshland/riparian/meadow.

desert scrubland: a brush community, typically consisting of forbes, brush, and grasses which occurs in the southern portions of the state at lower elevations. Desert scrub usually has a high portion of mesquite, creosote bush, or other lower Chihuahuan desert brush species.

marshland/riparian/meadow: a vegetation complex directly related to a permanent water source. This includes either an area of low-lying wet land, or the vegetation complex which is sustained along the course of a river or stream. Riparian environments can also occur around springs and seeps. Meadows are characteristic of wet lands in forests, usually having a grass/forbe vegetation.

other community: use only if the community cannot be subsumed under any of the previous definitions. For example, if a site is in an urban or suburban environment, it may be indicated as *other*. If *other* is used, describe the situation.

Topographic Location: Choose the landform types from the provided list that best characterize the local topography. Landform type definitions are provided in Appendix 4.

Observations on Site Setting: Provide a brief description of the physical setting of the site in this space (e.g., "The site is on top of a sand dune at the edge of a low mesa") In addition, you may use this space to record information on slope, aspect, and exposure. Slope is measured in degrees below horizontal. Aspect is defined as the direction of the slope

and is measured in azimuth degrees (e.g., an aspect of 180¡ refers to a site on a south-facing slope). A site located in flat terrain or on a hilltop has an aspect of 360¡. Finally, site exposure may be described in a brief narrative (e.g., "the site is sheltered by a steep cliff face that is open to the NE"). This data item is not entered in the NMCRIS database.

8. ASSEMBLAGE DATA

Assemblage Content: Indicate the presence of artifacts and materials observed on the site using the following list:

Lithics

lithic debitage: lithic debris resulting from chipped stone tool manufacture (e.g., flakes, angular debris or shatter).

chipped-stone tools: stone tools made primarily using percussion and pressure-flaking techniques (e.g., scrapers, spokeshaves, bifaces, knives).

diagnostic projectile points: documented dart- and arrow-point styles used in making cultural/temporal assignments (e.g., Jay, Folsom, San Pedro).

non-local lithic materials: artifact and reduction debris of lithic materials that are available from a known source location that is some distance from the site (e.g., Alibates Dolomite, Jemez Obsidian).

stone tool manufacturing items: lithic items directly involved in the manufacture and/or maintenance of chipped-stone tools (e.g., cores, hammerstones).

ground stone tools: stone tools made primarily through grinding and pecking (e.g., metates, manos, mauls, polishers).

Prehistoric Ceramics

whole ceramic vessel: complete or nearly complete ceramic vessels; use for *pot drop* and *pot cache* situations encountered during survey, as well as pots recovered during excavation.

diagnostic ceramics: pottery types with recognized cultural/temporal associations (e.g., Agua Fria Glaze-on-Red, Chaco Black-on-White).

other prehistoric ceramics: non-diagnostic prehistoric pottery.

Historic Artifacts

diagnostic glass artifacts : whole or fragmentary glass containers with documented dates of manufacture.

other glass artifacts : non-diagnostic glass artifacts.

diagnostic metal artifacts: whole or fragmentary metal artifacts with documented dates of manufacture.

other metal artifacts: non-diagnostic metal artifacts.

whole ceramic vessel: complete or nearly complete ceramic vessels; use for *pot drop* and *pot cache* situations encountered during survey, as well as pots recovered during excavation.
diagnostic ceramics: whole or fragmentary ceramic vessels with documented dates of manufacture.
other historic ceramics: non-diagnostic historic pottery.

Other Artifacts and Materials

bone tools: ground and/or polished tools made from bone (e.g., awls, needles).
faunal remains: non-human bones found in archeological contexts.
macrobotanical remains: charred botanical materials (e.g., wood, corn cobs, seeds).
architectural stone: loose lithic debris resulting from the disintegration of architectural features or the stockpiling of materials.
burned adobe: fired-clay fragments from roof or walls of adobe structures or features.
fire-cracked rock/burned caliche: scattered rock or caliche that has been cracked, discolored, and/or crazed due to exposure to fire.
other items: specify other rare artifact types and materials present (e.g., shell, turquoise, beads, ornaments).

Assemblage Size (choose one): Estimate the number of lithics, prehistoric ceramics, and historic artifacts present on the site by choosing one of the six frequency categories (0, 1s, 10s, 100s, 1,000s, >10,000). Also, estimate the total assemblage size. Provide rough artifact counts (+/- 10 items) if the estimated frequency of items in any artifact class or the total assemblage is less than 100 items.

Dating Potential: Based on the kinds of materials and features observed, specify all chronometric techniques that may be appropriate for dating the site:

radiocarbon: the site component contains, or is likely to yield, materials that are potentially datable through radiocarbon methods.
dendrochronology: the site component contains, or is likely to yield, wood or charcoal specimens that are potentially datable through dendrochronology.
archeomagnetism: the site component contains, or is likely to yield, features or materials that are potentially datable through archeomagnetism.
obsidian hydration: the site component contains, or is likely to yield, obsidian artifacts potentially datable through obsidian hydration.
relative dating methods: the site component contains, or is likely to yield, artifacts potentially datable through type-seriation methods.

other methods: specify dating method(s).

Assemblage Remarks: Use this space to discuss the artifact assemblage. Consider the spatial distribution of the assemblage, and provide descriptions of artifacts and tools diagnostic of site function or cultural/temporal affiliation. Whenever possible, attach photos or drawings of projectile point types and other diagnostic items to the site form. Also note how assemblage size was quantified (i.e., estimated, all visible artifacts counted, etc.). When lithic artifacts are present, list raw material types and sources, and discuss tool types and manufacturing techniques if sufficient data are available.

9. CULTURAL/TEMPORAL AFFILIATIONS

Cultural, temporal, and archeological affiliations should be recorded on the LA Site Record at a level of detail appropriate to the available data and circumstances of recording. Depending on the time period, *cultural affiliation* can refer to broad adaptational stages (e.g., Paleoindian and Archaic), extinct societies known only through archeological remains (e.g., Anasazi and Mogollon), or extant ethnic groups (e.g., Pueblo, Navajo, Hispanic, Euro-American). Although cultural affiliations are clear for most archeological sites, equivocal associations do arise. Common examples include archeological sites with elements of both Mogollon and Anasazi affiliations (e.g., *Mogasazi*), and some 20th century sites where the archeological and historic records are unclear as to the ethnic makeup of a site's inhabitants. Although standard choices (i.e., Paleoindian, Archaic, Anasazi, etc.) are provided, other rare or *mixed* cultural affiliations may be expressed on the LA Site Record.

Temporal affiliations are also expressed on the LA Site Record. In NMCRIS, a distinction is made between *archeological* periods and actual *occupation* dates. The temporal affiliation of a site component is expressed in terms of named archeological periods or stages such as "Pueblo I," "Early Pithouse," "Spanish Colonial," and so on. These periods have generally accepted beginning and ending occupation dates that are considered reasonable approximations on a regional level. Analyses involving ceramic seriation, architectural studies, and chronometric dating methods conducted on a local level may, however, provide beginning and ending occupation dates that are more precise than the regional chronologies. Although default beginning and ending occupation dates for each archeological period are provided (Appendix 5), these defaults may be overridden when more precise dates are made available through chronometric or relative dating studies, archival documentation, or where the field archeologist has other reason to

believe that the default occupation dates are inappropriate. Uncertain temporal affiliations can also be expressed with a "best guess" occupation period. Occupations that extend into more than one archeological period (e.g., Pueblo I - Pueblo III) are handled by specifying both the earliest and the latest archeological periods on the LA Site Record.

Archeological affiliations refer to the associated phase or complex names derived from relevant archeological literature. As such, archeological affiliations are expressed as keywords that relate a component to documented archeological sites (commonly referred to as *type sites*), geographic regions, published books, monographs, reports, journal articles, and so on. Phase and complex names are listed in Appendix 6, along with key references for many geographic regions in New Mexico. Archeologists may associate a component with any number of phase or complex names.

Multicomponent Sites. Sites with complex occupational histories can be defined and described on the LA Site Record. As outlined previously in Chapter 2 (**Design Rationale**), a site component is defined as a generally *continuous* site occupation with a *single* cultural affiliation. Cultural differences are the most appropriate basis for multiple component definition, but if there are data supporting a hiatus in occupation, as in population replacement or significant change in site function, multiple components with the same cultural affiliation may be recorded.

A site consisting of an Archaic lithic scatter with a historic-period house foundation is obviously multicomponent, and each component should be entered separately. However, some situations are not so simple. Consider, for example, an Anasazi roomblock occupied continuously through the Pueblo II and Pueblo III periods. Because the occupation is continuous and is Anasazi in cultural affiliation, it is considered a *single* component, but if there were evidence of an abandonment and a reoccupation some 50 or 100 years later, it should be recorded as *two* Anasazi components. If there is an occupational hiatus, then multiple components with the same cultural affiliation are appropriate. Cultural affiliations always take precedence over continuity of occupation, however. If a site has been occupied from prehistoric Anasazi to historic Pueblo times, for example, it should be defined as two components to reflect the existence of the two cultural affiliations even though the occupation has been continuous and the affiliations are very closely related. Examples of this situation are abundant among the modern Pueblos of northern New Mexico.

In most survey situations, it will be difficult or impossible to discern significant breaks in site occupation, and it is probably best not to define multiple components with the same cultural affiliation without the benefit of excavation and chronometric data. In general, it is better to define a site as a single component with an extended occupation period in uncertain situations rather than enter a second component of the same cultural affiliation.

The Cultural/Temporal Affiliations section of the LA Site Record includes the following data items:

Number of Defined Components: Enter the number of individual temporal components defined for the site. An unlimited number of components may be entered. If more than two components are defined, Component Continuation Sheets (Appendix 1) should be completed and attached the LA Site Record. Starting with the earliest occupation, describe each defined component by completing the following data items:

Cultural Affiliation (choose one): From the following list, choose the single cultural affiliation that best describes the component being recorded:

Paleoindian (statewide; includes all Paleoindian complexes occurring in NM).
Archaic (statewide; includes all Archaic traditions occurring in NM).
Anasazi (Northern and Central NM).
Mixed Mogollon and Anasazi (a.k.a. *Mogasazi* in South Central and West Central NM).
Mogollon (Southern and Central NM; includes Southeastern NM, Jornada, and Mimbres Mogollon traditions).
Casas Grandes (extreme SW NM, especially Hidalgo County).
Hohokam (extreme SW NM; very rare in NM).
Plains Village (Northeastern NM).
Plains Nomad (mostly Northeastern NM; includes Plains Apache, Kiowa, Cheyenne, Commanche, and other tribes of the Southern Plains).
Navajo (mostly Northwestern and West Central NM).
Apache (statewide; includes Jicarilla, Mescalero, and other Southwestern Apache groups).
Ute (Northern NM).
Pueblo (Northern and Central NM; includes all historic period Pueblo groups).
Hispanic (statewide).
Anglo/Euro-American (statewide; includes all non-Hispanic Euro-American ethnic groups).

Unknown affiliation: culturally diagnostic artifacts or features were not observed; cultural affiliation cannot be determined on the basis of available historical records. *The use of this category is limited to situations where it is truly not possible to determine cultural affiliation.* Small lithic scatters or rock cairns are common examples of sites with unknown cultural affiliations. Do **not** choose *unknown affiliation* if you cannot decide between two or three possible cultural affiliations as in a historic homestead that may be either Hispanic or Anglo/Euro-American -- *other affiliation* should be used instead.

other affiliation: this category should only be used when cultural affiliations are known, but when the above choices are inadequate to express those affiliations. Express other *mixed* affiliations using hyphens (e.g., Hispanic-Anglo/Euro-American) and discuss your choice under **Observations on Cultural/Temporal Affiliations**.

Basis for Temporal Affiliations (choose one): Indicate the reliability of the temporal affiliations for the site component by choosing one of the following:

not applicable: temporal affiliations are unknown.

affiliations are based on associated chronometric data or historic records (e.g., dendrochronology, radiocarbon, deed records, homestead applications).

affiliations are based on associated diagnostic artifact or feature types (e.g., decorated pottery, projectile points, pithouses, masonry styles).

affiliations are based on analytically derived assemblage data or the recorder's archeological experience (e.g., debitage measurements or tool type frequencies).

Period of Occupation: Specify the earliest and latest archeological periods, during which the site was occupied *without a discernible hiatus*.

Earliest Period/Latest Period: Indicate the earliest and latest archeological periods for the component using the period designations listed in Appendix 5. If the component was occupied during a single archeological period, leave **Latest Period** blank.

Begin Date/End Date: Enter the beginning and ending occupation dates for the component. Express all dates as years BC/AD rather than years BP (before present). Default values for begin and end date for each archeological period, listed in Appendix 5, will be used to bracket the component's period of occupation if you leave **Begin Date** or **End Date** blank.

Alternatively, you may change one or both of the default dates if, for example, firm phase associations or independent chronometric data are available for the component. Be sure to justify any adjustments of the default dates in **Observations on Cultural/Temporal Affiliations**.

Dating Status: Indicate the kinds of chronometric dates, if any, that are available for the site at the time of your visit:

radiocarbon: the site component has been dated through radiocarbon methods.
dendrochronology: the site component has been dated through dendrochronology.
archeomagnetism: the site component has been dated through paleomagnetism.
obsidian hydration: the site component has been dated through obsidian hydration.
relative dating methods: the site component has been dated through type-seriation methods.
other methods: specify dating method(s).

Observations on Cultural/Temporal Affiliations: Use this space to document how the component was identified and how cultural and temporal affiliations were determined. Be sure to identify any diagnostic assemblage components and/or feature types in this section that influenced your determination of affiliations. Also, discuss any *other*, *unknown,* or questionable affiliations indicated for the component.

Site/Component Type (choose one): Indicate the site/component type by choosing one of the following:

Simple Feature(s):
Prehistoric: petroglyphs, agricultural features, roads, shrines, cairns, etc.
Historic: graffiti, cairns/markers, burials/cemeteries, etc.
Artifact Scatter:
Prehistoric: lithic and/or ceramic scatters, quarries, etc., with no other features.
Historic: trash scatters, small dumps, etc.
Artifact Scatter with Features:
Prehistoric: artifact scatter with fire-using features, storage facilities, or other specialized features.
Historic: trash scatters with specialized features or facilities.
Single Residence:
Prehistoric: a single residential structure or unit, commonly

occurring with an artifact scatter and/or other facilities or features.
Historic: a single residential structure with trash, outbuildings, etc.

Multiple Residence:
Prehistoric: two or more residential structures/units with an artifact scatter and/or features.
Historic: two or more residential *outfits*; a neighborhood.

Residential Complex/Community:
Prehistoric: multiple residential structures/units with public areas/structures like plazas, towers, kivas, etc.
Historic: multiple residences with public structures/areas; a town.

Industrial:
Prehistoric: associated with prehistoric mining loci (e.g., Cerrillos Turquoise Mines)
Historic: associated with manufacturing, mining, logging, etc.

Military:
Historic only: associated with military forts, posts, battlefields, etc.

Transportation/Communication:
Historic only: mainly railroad-associated structures and complexes.

Ranching/Agricultural:
Historic only: associated with agricultural and ranching activities.

other type: If the site component does not fit in any of the listed types, enter a new site type name and justify your classification under **Remarks**. The use of *other* classifications should be limited to relatively rare types of sites that present unique management problems (e.g., Chacoan Great Houses, Navajo Pueblitos, Bison Kill Sites).

Site- or component-type classifications provide a shorthand description of each site component that is useful in making decisions concerning information potential (e.g., "Can the site be chronometrically dated?", "Does it have architectural features or is it an artifact scatter?"), and management or protection (e.g., "Is the site susceptible to vandalism?", "Does the site need to be patrolled?").

Associated Phase/Complex Names: When available information allows the component to be associated with one or more published archeological complexes or phases (e.g., Cody Complex, Panhandle Aspect, Do a Ana Phase, Red Mesa Phase), enter those name(s) in the provided space using the list of published phase and complex names in Appendix 6 as a guide. If a specific phase or complex does not appear in Appendix 6, enter the name and document the sources in **Observations on Cultural/Temporal Affiliations**. If the site component has no firm archeological phase or complex associations, or if **Culture** is unknown, leave this data item blank.

10. FEATURE DATA

As outlined in Chapter 2 (**Design Rationale**), archeological features consist of structures, facilities, and other cultural remains observed within a site. In NMCRIS, feature data are entered in an inventory table. Features should be described with an amount of detail appropriate to the nature of the physical data and the recording circumstances. Depending on the intensity of field observations, features can be described as uninterpreted remains (e.g., a charcoal stain, a rubble mound), or as interpreted feature types (e.g., a hearth, a roasting pit, a roomblock). In addition, features may be identified and described individually (e.g., roomblock #1, hearth #5) or in groups with a count (e.g., 3 roomblocks, 5 hearths) depending on the intensity of field recording. An extensive list of standard feature types is provided in Appendix 7, but new types may be added by the field archeologist. Space is provided for a brief feature description and an assessment of reliability of the feature identification. Features may be related to multiple site components or, if associations are uncertain, to *no* site component, without distorting the site's total feature count in the inventory.

Inventory all archeological features observed on the site. Feature Continuation Sheets (see Appendix 1) should be attached, if required. Data items in the inventory table are described below:

Feature Type: Enter the type of feature. Use the list of defined feature types in Appendix 7 as a guide, but if an appropriate type does not appear in that list, *do not hesitate to enter a new feature type in this field*. If a new feature type is entered in the inventory, include a description in **Feature ID, Notes** and/or **Feature Remarks**.

Note: Assemblage characteristics such as lithic scatters, ceramic scatters, and fire-cracked rock scatters are ***not*** *entered in* ***Feature Data*** *-- these materials are entered under* ***Assemblage Data***.

Reliability of ID: If the identification of a feature is questionable, enter a question mark ("?") in this field. Depending on the circumstances, a shallow depression could be entered as a pithouse with a questionable identification or, simply, as a depression.

Number of Observed Features: Enter "1" for all features entered individually. For groups of one feature type, enter the

total number of that type observed on the site (e.g., 5 hearths, 2 roomblocks). If actual counts are not possible, enter an estimate in the **Feature Remarks** data item and indicate how that estimate was derived.

Associated Components: List the component numbers from Section 9 (**Cultural/Temporal Affiliations**) of the LA Site Record that are associated with each individual feature or feature group. Enter zero ("0") if the relationship between components and features is not known. Several examples illustrate how to complete this data item:

Example #1: LA 12345 consists of two components: #1 (Anasazi-Pueblo II Period), and #2 (Anasazi-Pueblo IV Period). If Roomblock #1 on this site was occupied during Component #1, abandoned, and then reoccupied during Component #2, enter "1, 2" in **Associated Components** (i.e., the roomblock is associated with *both* components).

Example #2: LA 56789 consists of two components: #1 (Archaic-Late Archaic Period), and #2 (Anasazi-Basketmaker II Period). If the three hearths present on the site cannot confidently be associated with either Component #1 or Component #2, enter zero ("0") in **Associated Components** (i.e., the hearth cannot be positively associated with *either* component; feature-component associations are not known).

Example #3: LA 33445 consists of two components: #1 (Archaic-Late Archaic Period), and #2 (Navajo-Recent Period). To indicate that 3 hearths are associated with Component #1 enter "1" in **Associated Components**. Similarly, enter "2" in **Associated Components** to indicate that Hogan #3 is associated with Component #2.

Feature ID, Notes: This field may be used to enter two kinds of feature information:

1. Individual feature identifications may be entered to relate the feature to detailed narrative descriptions elsewhere on the form, or to site maps (e.g., Feature #1, Hearth #13, Roomblock C).

2. Brief descriptive notes on feature size, shape, construction methods or materials, etc., may be entered (e.g., pithouse depression: "6 m diam., 0.4 m deep", room block: "masonry, 50 rooms", roasting pit: "1.3 m x 1.9 m w/ intense staining"). Multiple lines may be used, but very detailed descriptions should be entered

under **Feature Remarks** or in the **Narrative Site Description**. If multiple lines are used, leave a blank line between descriptions.

Feature Remarks: Provide your best assessment of the data potential of the features, e.g., are hearths eroded or do they have remaining intact deposits? Discuss in detail the spatial distribution of inventoried site features, their construction details and size, associated material culture, and any circumstances that may have affected field observations (e.g., the ground was wet, recording time was limited). Also explicitly identify and explain any estimated frequencies that were provided in the feature inventory.

11. REFERENCES

Written Sources of Information: Document any additional written materials resulting from your work at the site. Please provide American

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

New Mexico Bureau of Land Management
Standards for Completing Cultural Resource Inventory Reports

INTRODUCTION

The following narrative description establishes acceptable professional standards for the proper completion of large-scale resource inventory reports. They are in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. The standards presented below shall apply to large-scale projects. In some cases, Field Office-specific standards may apply to small or medium-scale undertakings. Small-scale projects are generally understood to include limited oil and gas development and related projects; water lines, and fence lines if limited in extent; mineral material sales, etc.

Permittees or contractors shall check with the Field Office Archeologist before fieldwork commences to obtain clear instructions as to whether these standards or Field Office-specific standards shall apply to the write-up.

COMPONENTS OF A CULTURAL RESOURCE INVENTORY REPORT

An acceptable cultural resource inventory report must contain the following sections where applicable:

1. Title page.
2. Abstract.
3. Project background.
4. Environmental setting.
5. Prefield research.
6. Expected resources.
7. Research orientation.
8. Survey methods.
9. Description and analysis of located resources.
10. Evaluation of properties.
11. Findings and Conclusions
12. Recommendations.
13. Bibliography.
14. Maps, graphics, photographs and forms. -

NARRATIVE DESCRIPTION OF STANDARDS FOR PROPER COMPLETION OF CULTURAL RESOURCE INVENTORY REPORT

1. Title Page:

   a. Project Name and Number

   b. County and State

   c. BLM Field Office

   d. Cultural Use Permit Number (or Numbers if State, USFS, or otherlands are involved)

   e. Permittee Job Code or Field Number for the Project

f. Company Sponsor

g. Author

h. Principal Investigator

i. Permittee Firm Name

j. Date of Report

2. Abstract: This section must contain the following elements:

a. Field Personnel

b. Date(s) of Inventory

c. Legal Description.

d. USGS Quad Name and Map Date

e. Cultural Resource Use Permit Number (or Numbers if State, USFS, or other lands are involved)

f. Permittee Job-Code or Field Number for the Project

g. Type of Undertaking and How Many of Each

h. Total Acreage Inventoried: Include a brief reference to land Status.

i. Time Expenditure: This includes the approximate time spent in travel, actual surveying, in the office writing-up the report and finalizing site records, and total time expended on the project.

j. Sponsor: The company for whom the work was done and the name, telephone number, and address of the company representative handling the project shall be provided.

k. Results: Briefly describe the number and types of sites and isolates identified.

l. Recommendations: Briefly summarize the recommendations made regarding the significance of the cultural resources located, how the project can be modified to lessen or eliminate adverse effects upon the properties, or how adverse effects can be mitigated through site treatment or data recovery.

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK
ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

3. Project Background:

a. Project Description: Describe the nature and extent of the land-modifying activity proposed. Be explicit as to the nature and location of any soil disturbance. If the project is being implemented in phases, identify the relationship of the current work to the overall project.

b. Legal Description: State the township, range, section, county and state. Well locations should be described to the 1/4 1/4 1/4 section and should include footages from the section or 1/4 section line. Linear projects such as access roads or right-of-way corridors should be described by UTMs. Include both the length and width of the proposed disturbance area.

c. Land Status: State the agency or individual responsible for surface and mineral management of the project area. If more than one agency or individual is responsible for the project area, the specific areas of responsibility should be identified with the legal description and should be demarcated on USGS maps. Acres and/or feet inventoried for each area of responsibility are required.

d. Field Demarcation of Inventory Area: The means relied upon for field identification of the area to be surveyed must be discussed. If the area surveyed was not clearly marked in the field, this shall be stated.

e. Maps: A map shall be provided which clearly demarcates the area inventoried as well as the land status within the area inventoried. The scale shall be a 7.5 minute USGS topographic quad. The map name, township and range, and date of edition shall be provided.

f. Aerial Photographs: If aerial photos are used, provide the flight line, roll number, frame number, aerial photo date, type of film, and any other identifying information to locate the air photos.

4. Environmental Setting: The discussion of the general environmental setting should be commensurate with the amount of environmental variability observed and the scale of the project. Variables which shall be briefly described include:

a. Altitude Range and Average Over the Project Area.

b. Slope Range and Average.

c. Predominant Aspects (Slope Orientation) of the Area.

d. Precipitation and Climate.

e. Geology and Soil Types.

f. Local Drainage Patterns and Streams.

g. Habitat Types.

h. Flora and Fauna.

i. Geomorphology: Erosional and depositional surfaces should be described.

j. Available Food Resources.

k. Nonfood Raw Materials.

l. Present Use and Condition of the Project Area.

m. Recent Environmental Alterations by Humans.

5. Prefield Research: Prefield research shall be carried out before fieldwork begins. At a minimum, prefield research shall include checking the site atlases in the Field Offices as well as the records at ARMS. Full bibliographic information shall be supplied for all published and unpublished documents referenced. A brief summary of previous inventory and previously recorded sites within a 1-mile radius of the project area shall be included. Site information shall be provided in a confidential appendix. The date(s) of the prefield research should be clearly stated and the facilities housing the information shall be referenced.

6. Expected Resources: Citing the references from which the expectations were derived, state what types of prehistoric and historic activities might have occurred within the project area. Also discuss what types of sites would have resulted from these activities and how they would be recognized by their artifactual remains.

Also by discussing where specifically within the project area particular classes of sites would be expected to occur, zones of varying degrees of archeological sensitivity shall be defined.

7. Research Orientation: Commensurate with the scale of the undertaking, include a discussion of the prehistory and history of the area citing published research relevant to the area. This should highlight developmental sequences particularly with regard to local phases and settlement/subsistence patterns. Emphasis should be given to those aspects of the culture history which aid in the understanding and evaluation of recorded resources. Data obtained from overviews and record checks should either he included in this section or added as an addendum.

Large-scale inventory results must be considered within a regional context. Discuss how the results of this inventory contribute to our understanding of regional research designs, Class I overviews, State Historic Preservation Plans, and prehistoric and historic contexts studies.

It may be more practical for smaller survey efforts to refer to research designs already formulated for particular geographical areas. Contract firms are encouraged to develop such regional research designs, to update them yearly, and to incorporate them into upcoming smaller survey efforts.

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK
ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

This section should contain a discussion of research objectives and demonstrate the relationship between these objectives and data collection priorities as developed prior to fieldwork. If a research design was developed for the project, this should be included and discussed. Published regional research designs appropriate to the project should also be referenced. The complexity of this section should be commensurate with the magnitude of the project at hand and the significance of the resources to be impacted. It is emphasized that these discussions should be problem-oriented and should address research questions in the literature.

8. Field Methods:

a. Discuss the inventory methods (transect type and spacing, rate of work, sample design, acreage covered, names of crew members, etc.).

b. Rarely will an inventory report be approved if not all portions of the affected area were surveyed. If less than the total project area was surveyed, this shall be thoroughly discussed and justified.

c. Discuss the field conditions during the inventory. Describe the ground visibility, light conditions, weather conditions, and any other factors which may have influenced the accuracy of the results.

d. Specify the actual field time in this section including the specific dates when inventory was carried out.

e. If a reroute or location move was required, discuss how the new route or location is now identified, whether or not the old flagging, lath, etc., was removed, and how the new area was surveyed.

f. Where a subsurface testing program was employed, discuss the need and rationale behind the testing program, describe the types of excavation (e.g., quadrants, trenches, shovel or auger holes) and list sites where testing was conducted. This section should track with discussions of specific sites and information presented on individual site forms.

g. If specifically authorized by a limited collection survey permit and if materials were collected, include a description of the sampling method used, list sites or isolated occurrences where collections were made, and provide a catalogue of all objects collected. Show the location of all collection units or collected materials on the site-specific sketch maps.

h. Provide a description of how individual sites were recorded. Were artifacts pin-flagged? How were site boundaries defined? How was the mapping, recording, and photographing carried out by the survey crew members?

9. Description and Analysis of Located Resources: If no cultural resource materials were located. this will be explicitly stated and possible reasons for this absence discussed.

a. All cultural resources located will be documented on the appropriate site survey form to be submitted with the inventory report. In New Mexico, the Laboratory of Anthropology Site Record shall be used. In Oklahoma, the Oklahoma Archeological Site Survey Form should be employed.

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK
ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

A summary of the attributes of each site shall be included in this section. Information presented shall be of sufficient detail to support site significance recommendations and to develop appropriate mitigation strategies. Narrative discussions may be supplemented by charts and tables. A summary map of findings shall clearly demarcate all site boundaries and shall show the distance and spatial relationship of each property to the project area.

b. A management summary chart of resources shall be provided. This will include:

- Site number concordances between contractor field numbers, BLM numbers, and LA numbers.

- Brief site descriptions.

- A brief description of how the sites may be affected by the undertaking.

- Mitigation recommendations.

c. Also include in this section the following additional information as applicable:

- Discussion of research strategies.

- Classificatory (typological) scheme(s) used in artifact and site description and analysis.

- Method used for determining chronological affiliation for artifacts and sites.

- The result of special analytical studies (e.g., functional analysis of lithic tools, on-site analysis, paleo-environmental studies, soils analyses, etc.).

- Descriptions of the results of subsurface testing programs (auguring, shovel testing, etc.)

- A consideration of how inventory results relate to previous understanding of cultural resources in the inventory area.

- Analysis of data and synthetic conclusions.

- Repository and curatorial plans for all artifacts, notes, records, report photographs, maps, artifact catalogues, etc.

10. Evaluation of Properties: All cultural resources found during an investigation must be individually evaluated within the context of local history and prehistory, as well as their relationship to the research problems discussed previously. Discussion should address local settlement patterns, local sequences of cultural development, site function, complexity, uniqueness, and interpretation.

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK
ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

Evaluations shall include consideration of historical, scientific, ethnic, public, legal, and monetary aspects of significance as well as site condition and integrity.

A recommendation as to the potential eligibility of each site for inclusion in the National Register of Historic Places shall take the factors mentioned above into account. A recommendation as to the eligibility of each site shall be presented with reference to the appropriate criterion(ia).

(Contractors and permittees are reminded that they make only preliminary recommendations regarding National Register eligibility. In accordance with the BLM-SHPO Protocol, the BLM will make the final determination of eligibility for Section 106 purposes. On rare occasions, the SHPO or Keeper of the National Register may be consulted for controversial situations).

11. Recommendations: The field investigator's recommendations concerning measures which can be taken to avoid or mitigate the effects of the undertaking upon properties within the area of potential environmental effect are invaluable. It may prove impossible to revisit each documented property, so suggestions on how to protect them must be as specific as possible.

This section requires the preparer to evaluate whether or not the undertaking could affect the properties recorded. If the answer is no, then explain why. Be explicit as to where each site is located in relation to the project's ground disturbance, increased public access, etc.

If it is felt that the undertaking could affect any of the sites, then state explicitly how each property could be impacted. Be specific and relate any suggestions for avoidance or mitigation of effects to individual site sketch maps. Discuss how the specific qualities making individual properties significant could be affected by the undertaking. It is the adverse effects upon those qualities making a property eligible which must be mitigated.

It is critical that recommendations by the Contract Archeologist and/or applicant be developed in consultation with the BLM Archeologist to assure (1) appropriate consideration of cultural resource significance; (2) appropriate consideration of other resource values; (3) feasibility and cost effectiveness; (4) compliance with relevant statutes and regulations; and (5) consideration of the needs of the project applicant.

a. General Approach: Recommendations should generally be structured in the following way:

(1) Were cultural resource materials located:

(a) If NO, recommend project completion.

(b) If YES, address 2. below.

(2) Is additional work recommended:

(a) If NO, it will be because either:

i. Sufficient information has been recorded during the field inventory and identification process; or

ii. Avoidance of the resource is recommended. -

(b) If YES, outline recommendations for either or both of the following:

i. Detailed recording (such as additional mapping, recording of artifacts, etc.).

ii. Data recovery (such as collection, excavation, etc.).

b. Mitigation of Effect: Mitigation is defined as the lessening of a potential adverse effect by application of appropriate measures, such as additional detailed recording, data recovery, stabilization, monitoring, protective barriers, or other physical and administrative measures. Thus, impacts not sites are mitigated. Specific mitigating measures shall be recommended for each property the contractor feels is eligible for the National Register and which will be adversely affected by the undertaking.

This discussion shall take into account the guidance provided in the Advisory Council on Historic Preservation's Treatment of Archeological Properties: A Handbook.

c. Avoidance: Contractors and permittees should work with land users and BLM Archeologists to develop feasible avoidance recommendations. When sites are limited in extent and complexity, on-site analysis during inventory may eliminate the need for avoidance. This may be the subject of consultation between the BLM Archeologist and the SHPO.

d. Physical Barriers: Many times the need for expensive project redesign can be eliminated if physical barriers exist or are established between the area of construction and site boundaries. Recommendations for avoidance should specifically evaluate the feasibility of erecting physical barriers as alternatives to project relocation and should address the potential for increased vandalism as a result of these actions.

e. Monitoring: The term "monitoring" refers to the presence of trained Cultural Resource Specialists on-the-ground in the project area either during or immediately prior to surface-disturbing actions. Generally, monitoring is considered advisable under the following conditions: (a) if there is a high probability of finding subsurface remains (for example in alluvial areas of known high site density), or (b) if there is a high probability that construction equipment will have difficulty staying within the designated right-of-way and there are identified cultural resource properties nearby.

In certain situations, monitoring may be the most efficient way of completing intensive inventory prior to surface-disturbing actions. Where the project location is highly flexible and terrain is open, it may be most practical to have Cultural Resource Specialists accompany the heavy equipment in the field. This procedure must have prior approval from the BLM, in consultation with the SHPO.

f. Sampling: In cases where impacts are planned for a large number of similar types of sites, the possibility of using a sampling program to design the mitigation work should be considered.

12. Bibliography: Include a bibliography of all published and unpublished references utilized in the inventory report.

13. Maps, Graphics, Photographs, and Forms: Provide the maps, photographs, and charts needed to support the report narrative. Include copies of all site forms, isolated artifact forms, and photographs. All supporting documents should be originals or legible copies clearly showing topographic lines, roads, project areas, etc. Use USGS 7.5' maps. Maps must identify the following:

a. Project Area: Map name and date, township and range, scale, and the project area and project name must be clearly identified.

b. Survey Coverage: A 7.5 minute map must be supplied which clearly demonstrates areas covered by the survey. If other than Class III survey intensities were applied, a map key will explain which symbols represent the various survey intensities applied to particular portions of the project area.

c. Previously Recorded Sites: If previously recorded sites were identified during the prefield exam, a map showing location(s) with site number(s) must be provided. Map name and date, township and range, scale, and the project area and name must be identified. In addition, the data source should be noted. This information should be provided as a confidential appendix to the BLM Archeologist only and should be so stated on the map. This map is not to be included in reports sent to sponsors.

d. Newly Identified and Recorded Sites: If new locations are identified, a map showing the project area and site location, map name, map date, township and range scale should be provided. New site location maps may be provided, to the sponsoring company but must be accompanied by a caution to restrict the information only to those with a need to know.

REPORT PROCESSING

1. Report Submittal: Reports will be submitted to the Field Office in which the fieldwork took place. Permittees shall consult with each Field Office to determine how many copies of Inventory Reports and Site Forms they require for their own records and for NMCRIS. Properly completed LA Project/Activity Records shall also be submitted to the Field Office. The Tulsa Field Office in Oklahoma requires four copies of all material and one copy identical to that given to the applicant. The BLM, upon approval and acceptance of the report, will assume responsibility for forwarding the report to the SHPO and in Oklahoma also to the State Archeologist. All reports should be signed by the individual responsible for carrying out the terms and conditions of the permit. Cultural reports containing information concerning the location of cultural materials should not be distributed to the general public.

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK
ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

2. Report Review: Upon receipt of a cultural resource inventory report, the BLM Archeologist will conduct a review for the purpose of determining (a) whether BLM inventory report and site record form standards were met, and (b) whether appropriate mitigation recommendations were offered.

If the cultural resource inventory report is inadequate, the deficiency generally can be corrected either through the return of the report to the responsible permittee (with explicit comments on the deficiencies and the steps necessary to correct them), or, if the problem is minor, through clarification over the telephone with written confirmation. If field checks reveal a problem with the location or types of resources identified or not identified, the responsible permittee may be notified and a joint field inspection arranged, if appropriate. In cases where the report is totally unusable, where similar past deficiencies have not been corrected, or where the correction of deficiencies may result in substantial time delays, the project sponsor will be notified. Documentation of any irregularities in report contents, which is placed in official files will include information concerning the ultimate resolution of the problem. Consistent failure to provide appropriate management recommendations, site significance evaluations, or meet site record or inventory report standards may lead to permit suspension, revocation, or nonrenewal.

New Mexico Bureau of Land Management
Reporting Standards for Data Recovery Projects

Introduction

The following narrative description establishes acceptable professional standards which shall be followed when preparing various reports in connection with data recovery projects. These standards shall be applied to both excavation and major testing programs, that is, those testing programs designed to do more than merely confirm the lateral extent, depth, and depositional integrity of a cultural property.

Components of Data Recovery Reports

There are three types of documents which shall be produced during the course of a data recovery project. They shall be prepared in accordance with the Advisory Council on Historic Preservation's Treatment of Archeological Properties: A Handbook. These reports and their contents include:

A. Research Design/Mitigation Plan

1. Introduction
2. General theoretical perspective
3. Regional research problems
4. Testable hypotheses
5. Relevant data needs
6. Field techniques
7. Laboratory and analytical techniques
8. Curation arrangements

B. Status Report

l. Summary of field results and problems
2. Discussion of ability to implement the research design
3. Explanation of how analyses will be accomplished
4. Draft catalogue sheets of retrieved artifacts
5. List of individuals who supervised and participated in fieldwork

C. Data Recovery Report

1. Background
2. Research design
3. Field Methods
4. Laboratory and analytical methods
5. Findings and conclusions
6. Recommendations
7. Supporting documentation
8. Updated site record form

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK
ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

Narrative Description of Acceptable Standards for Completing Data Recovery Reports-

A. Research Design/Mitigation Plan

1. Introduction. This section shall provide the background history of the particular project. It shall indicate when it was surveyed and/or tested. A summation of important findings of past reports shall be included. A management summary chart shall be included which shall contain a listing of the sites in the area of effect, a brief description of each site, whether the site is eligible or not, and brief proposed treatment. Concordance sheets shall clarify the relationship between contractor field numbers, BLM numbers, and LA numbers. Maps should also be provided which depict the locations of the documented sites in relation to the proposed project developments (ROW, powerline and poles, roads, borrow areas, etc.)

2. General Theoretical Perspective. The researcher's theoretical perspective or rationale shall be explained. Theoretical assumptions, biases, and limitations forming the paradigm under which research hypotheses and research questions are to be examined shall be fully described.

3. Regional Research Problems. The proposed data recovery project must be considered within a regional context. Discuss how the study of this property can contribute to an understanding of regional research questions posed in Class I overviews, State Historic Plans, and other reports within the area of investigation.

4. Testable Hypotheses and Research Questions. The Research Design/Mitigation Plan shall present testable hypotheses or research questions which can realistically be addressed by the data recovery operations.

5. Relevant Data Needs. The information needed to address the proposed hypotheses or research questions shall be fully described. For example, if questions have been proposed concerning the seasonal use of the sites, then it logically follows that faunal remains, flotation, and pollen must be retrieved to answer the hypotheses and questions.

6. Field Techniques. The rationale for the selection and placement of all excavation units as well as the method of excavation and processing shall be clearly stated and replicatable. Discussion shall be presented on whether the specific localities for surface collection and/or excavation will be determined by probabilistic and/or judgmental sampling designs. The location of all units shall be delineated on a site map. Unless prior arrangements have been made, their locations must be approved in advance by the BLM Archeologist.

7. Laboratory and Analytical Techniques. A discussion shall be offered which explains which analytical tests shall be run on the data to test the hypotheses and questions. Identify the firm or personnel who will be conducting these specific analyses. Also, provide a brief description of the analytical techniques proposed, a description sufficient to allow for a clear understanding of the particular method of conducting the analyses.

8. Curation Arrangements. Identify the facility, provisions which have been made for the curation of collected materials, and the anticipated time frame for delivery to the curatorial facility.

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK
ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

B. Status Report

Status Reports shall be due 30 days after completion of the fieldwork. For very large-scale undertakings, provision for the submission of periodic reports to allow for a segmented Notice to Proceed may be allowed by programmatic agreements or other documents. If a draft Data Recovery Report can submitted within 30 days, submission of a Status Report will not be required. Normally, however, Status Reports shall contain the following sections:

1. Summary of field results and problems. Briefly summarize the results of the field effort, including artifact yields, field excavation and depositional conditions, and conditions of weather, stratigraphy, or vegetation which affected the proposed field methods.

2. Discussion of ability to implement the Research Design/Mitigation Plan. Explain any problems which may have affected the researcher's ability to fully implement the Research Design/Mitigation Plan.

3. Explanation of how analyses will be accomplished. Explain and fully justify any changes pertaining to proposed laboratory analyses which have occurred since submission of the Research Design/Mitigation Plan. Has anything arisen to affect how the in-house or subcontracted analyses will be accomplished?

4. Draft catalogue sheets of retrieved artifacts. Final catalogue listings of artifacts obtained shall be presented as an appendix to the Data Recovery Report. However, with the Status Report, copies of draft or preliminary catalogue sheets showing the yield of surface collection and/or excavation units shall be submitted.

5. List of individuals who supervised and participated in fieldwork. List and briefly describe the role of each individual who participated in the fieldwork.

C. Data Recovery Report

The Data Recovery Report shall be suitable for publication and shall be prepared in a format reflecting contemporary organization and illustration standards of the principal professional archeological journals. The contractor or permittee shall furnish to the Field Office Archeologist for review and approval a written draft report of findings which shall reflect and report on the analyses outlined in the Research Design/Mitigation Plan. Data Recovery Reports shall be submitted in a timely manner and approval of new ARPA permits may be withheld pending completion of overdue reports. A draft Data Recovery Report shall be a draft of the final and not a Status Report or a preliminary report. Therefore, the following sections apply to the draft, final, and revised final Data Recovery Report. A revised final, shall be necessary only if problems still exist with the final.

1. Background. This introductory section shall present a brief summary of the project and surrounding environment as a context for the data recovery project. It shall include a summary of all relevant environmental,

prehistoric, ethnographic, and/or historic information within the context of the project areas as defined by the Research Design/Mitigation Plan. It shall include a cultural chronology, cultural affiliations, and the relationship and significance of the project to pertinent environmental and cultural regions. This shall be accomplished by synthesizing and referencing relevant previous studies relating to the area, inventory and evaluation reports, data recovery projects, and other investigations. Brief summary descriptions of the sites subject to data recovery will also be provided. This background section shall also reference the original Research Design/Mitigation Plan and shall explain and justify any deviations from it. This shall be accompanied by a comparative management summary chart which shall 1) repeat the information provided in the management summary chart in the Introduction of the Research Design/Mitigation Plan and 2) update that chart to reflect how each site was actually treated by the final data recovery program.

2. Research Design. The Research Design should take into account the results of the author's and other researchers' previous work in the immediate area or other areas containing comparable archeological data. Theoretical assumptions, biases, rationale, and any perceived limitations of the analyses shall be clearly presented. The Research Design shall include the theoretical orientation of the research strategy. It shall present the originally proposed hypotheses or research questions, the test implications, and the analytical tests which were run to answer them. This research design should normally be the same as that presented in the Research Design/Mitigation Plan document. However, if there are any changes from the research approach proposed before fieldwork was authorized, they shall be noted and explained.

3. Field Methods. This section shall include complete descriptions of such field procedures as excavation, screening and labeling procedures; photographic documentation routines; collection procedures for radiocarbon soil, pollen, flotation samples; backfilling techniques, etc. The fieldwork shall be completely and accurately described and justified. The rationale for specific field data collection techniques including kinds of data collected, sampling techniques, and artifact retrieval procedures shall be explicitly stated. Graphic presentations showing locations of all surface collection grids and excavation units with respect to a permanent datum and prominent natural or man-made features shall be included. Field cataloguing procedures shall be described. In all cases, mapping and artifact and/or feature provenience recording procedures shall be clearly stated.

4. Laboratory and Analytical Methods. The section describing the laboratory procedures and analytical methods employed must be sufficiently detailed so as to be replicatable. While detailed accounts of the technical analyses may be presented as appendices to the main text, this section should identify the institution and researchers performing the work and briefly describe and justify the particular analytical processes or techniques used for the material. At a minimum, provide clear descriptions for any classificatory schemes used in artifact description, analyses, or interpretation; for all methods of chronological determination; and for any special analytical methods and techniques as might apply to soil analysis, paleontology, lithic studies, obsidian sourcing and hydration, ceramic analyses, faunal analyses, etc.

In addition, procedures followed for laboratory processing, sorting, and cataloguing shall be made clear. The procedures used to incorporate field notes and conduct in-house analyses shall be clearly stated.

5. Findings and Conclusions. Here the results of the fieldwork and analyses are presented. A discussion of how the recovered data contribute to knowledge of the prehistory and/or history of the area shall be provided. Correlations of findings with other investigations may be included here. Excavation results should be compared to the survey data and to the findings of other survey and excavation projects in this geographical area. This section would normally include interpretations based on the analyses of stratigraphy and soils, artifactual analyses, faunal studies, chronological controls, and paleo-environmental reconstructions. A detailed analysis shall be included here which explains why the hypotheses proposed in the Research Design should be accepted or rejected and how the research questions were answered. The success of the data recovery work shall be evaluated in terms of the objectives of the Research Design. -

6. Recommendations. If appropriate, future data recovery methods should be suggested for similar sites. Also, suggestions for future testing or modifications of the original hypotheses shall be developed.

7. Supporting Documentation. In addition to a bibliography, the following classes of supporting documentation shall be included:

a. Maps. Mapping procedures shall be clearly stated and shall follow accepted professional standards. The following maps are required:

(1) Locational Map. This map shall show the exact location of the site(s) on an appropriate contour map (e.g., USGS 7.5' series topographic map).

(2) Site Map. This map shall include surface contours with intervals of 1 m or less, excavation units, test units, surface collection units, datum points, elevation differences between datum and transit stations, major topographic and structural features which figure prominently on the site, and any other information deemed pertinent. Only the master datum(s) needs to be permanently marked. A transit and/or alidade shall be used.

b. Illustrations and Tables. Sufficient drawings, profiles, figures, and tables shall be included to illustrate the data. Appropriate scale, keys, and legends shall be included.

c. Photos. General site photographs showing major site features prior to excavation shall be included. At a minimum, black-and-white negatives (35mm or larger format) shall be made. All processing of negatives, transparencies, and photographs shall be done using standard and uniform formats. Selection of film type and processing should be made in accordance with NMCRIS standards. A complete frame-by-frame list and description of each shot shall be maintained on a photographic log. All slides, photographs, proof sheets, negatives, and photographic logs shall be clearly labeled, indexed, and organized for easy reference.

d. Appendices. Appendices which provide a full, detailed accounting of how each specialized study was carried out shall be attached. Such technical studies may include soil analyses, lithic or ceramic analyses, obsidian sourcing and hydration, chronological studies such as radiocarbon or archeomagnetism, palynology, geomorphological studies, or faunal analyses.

e. Curation. A final accounting of all archeological materials retrieved shall be provided. This shall include a summation of curation arrangements, and a listing of artifacts and permanent accession numbers.

8. Updated Site Record Form. As part of the Data Recovery Report, an updated site record form shall be submitted. It is generally only after a site has been excavated that accurate determinations can be made of the age of a site, its cultural affiliation, and the phases and periods represented. Given the Bureau's extensive use of the ARM system in New Mexico, such updated site records are critical for accurate modeling and site management.

H-8100-1 - PROCEDURES FOR PERFORMING CULTURAL RESOURCE FIELDWORK ON PUBLIC LANDS IN THE AREA OF NEW MEXICO STATE BLM RESPONSIBILITIES

Map of Permit Areas for New Mexico

Map of Permit Areas for Kansas, Oklahoma, and Texas

Model Checklist Letter for Corrections

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

IN REPLY REFER TO:

To:_____
_____
_____
_____

We have reviewed your cultural report _____ and are requesting revisions.

The report:

( ) The report does not address previously recorded site(s) _____
( ) Errors in the legal description/footages, land status, acreage _____
( ) Individuals performing survey not listed _____
( ) How survey was performed inadequately described_____
( ) Other _____
_____
_____

The site forms:

( ) The site maps do not show the relationship of the site to the proposed project.
( ) The site(s) are not adequately documented to allow National Register eligibility determination. They require:
_____
_____
_____

( ) Other _____
_____
_____

The isolates:

( ) Isolate(s) _____ Are Category _____ sites and need recordation as such.
( ) Data potential of isolate(s) _____ has not been exhausted.
( ) Other _____
_____
_____

Please provide the requested data as soon as possible so we can process the report.
If you have any questions, contact _____ at Tel. _____

_____ _____
Field Office Manager Date

Alternative Procedures for a Project Director/Principal Investigator
to Qualify as a Field Supervisor/Crew Chief

Alternate Certification of PI/PD to Function as FS/CC

Alternative certification procedures will be considered for individuals having a significant amount of professional archeological experience and who meet the qualifications of a PI/PD for the permit area in question. In order for these individuals to become permitted to function as FS/CCs, the following steps must be carried out:

1. If the individual is not currently permitted as a PI/PD, a current resume must be submitted to the BLM Field Office (FO) archeologist with responsibility for permitting so he or she can determine if the applicant meets the current requirements for PI/PD. The BLM FO Archeologist will notify the applicant if he/she meets the requirements for PI/PD.

2. The approved applicant will prepare a Class I type overview of site types present in the area of consideration and will examine appropriate collections in one of New Mexico's curatorial facilities. The degree of detail to be provided in the overview will be determined by the BLM FO Archeologist. A report on the Class I review of site types and expected artifacts will be provided to the BLM FO Archeologist for review and approval.

3. Then, in consultation with the BLM FO archeologist and using the New Mexico Cultural Resources Information System (NMCRIS), the applicant will select a representative sample of previously recorded site types to visit. The list of sites to be inspected will be approved ahead of time by the BLM FO Archeologist.

4. While visiting the sites, the applicant will prepare NMCRIS site form updates. Two copies of the updated site forms with site maps and a brief report of the exercise will be provided to the BLM FO Archeologist for review and approval.

5. Upon successful completion and approval of the above and the submission and approval of a permit request or modification application, the individual archeologist will be permitted to serve as a FS/CC in the Permit Area.